

AKAIMS *(Alaska Automated Information Management System)*

Division of Behavioral Health

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Minimal Data Set

Client Profile

- Additional Information Screen

Client Intake

- Episode List Screen

- Intake Case Information Screen

Client Status Review

- Identifying Info Screen

- Status Review/Follow up – General Questions

Alaska Screening Tool (AST)

- Substance Abuse Screening

- Mental Health Screening

- Traumatic Brain Injury Screening

- Screening Outcomes

Client Wait list

Client Admission

- Admission Profile Screen

- Financial Info / Household Composition Screen

- Youth Admission Screen

- Substance Abuse Screen

- Legal History Screen

- ASAM – PPC2R Screen

- Client Diagnosis List

- Add Client Diagnosis Level Screen

- Program Enrollment List

- Program Enrollment Screen

Notes - Encounters

- Treatment Encounter List

- Encounter Screen

Discharge

- Client Discharge - Profile Screen

- ASAM Criteria

- Client Discharge - Legal Status Screen

- Client Discharge - Status Changes Since Admission screen

- Client Diagnosis At Discharge

- Client Discharge – Substance Abuse Screen

- Client Discharge - Treatment Summary Screen

Disclosure

- Agency – Relationships - Disclosure

Consent

- Client Consent List

- Client Disclosure Agreement

Referral

- Client Referral List

- Client Referral Screen

Navigation Guidelines

Introduction

AKAIMS (*Alaska Automated Information Management System*) is an internet based data collection and reporting system sponsored and hosted by the State of Alaska. AKAIMS allows behavioral health providers of substance use and mental health treatment services to record information related to agency and client management. AKAIMS facilitates easy online compliance of State and Federal data reporting requirements. It is grouped into Modules by major areas of information or clinical process. Each module has a set of screens, screens have fields and fields have values. The set of modules are organized in two broad categories as follows:

Agency Management

- ✓ Organizational details and management (state agency; provider agency)
- ✓ Facility, programs, services management
- ✓ Staff management
- ✓ Administrative reports

Client management

- ✓ Profile
- ✓ Non-episode contact
- ✓ Intake
- ✓ Wait list
- ✓ Treatment team
- ✓ Screening
- ✓ Assessment
- ✓ Admission
- ✓ Notes - Encounter
- ✓ Treatment plan
- ✓ Treatment review
- ✓ Outcomes (GPRA & status review)
- ✓ Discharge
- ✓ Consent
- ✓ Referrals
- ✓ Clinical reports

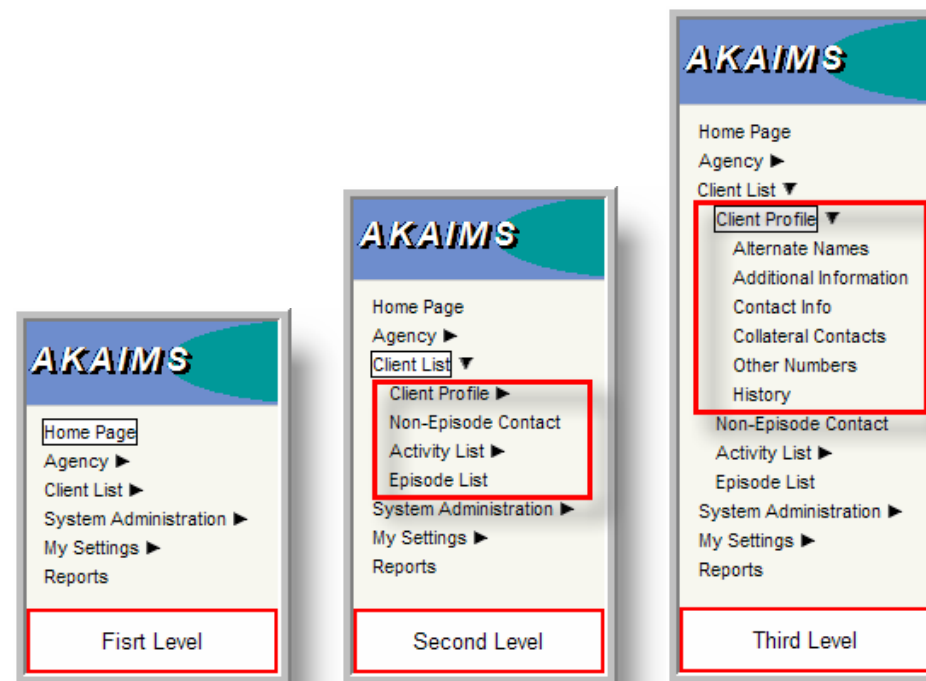
Menus

The AKAIMS main menu appears in the far left column of the screen. First level menu items are left-most aligned, and may include Home Page, Agency, Client List, Reports and My Settings. However, depending on the user's access level, some or all may be visible.

There are over 200 screens in AKAIMS. For ease of navigation, they are organized by function. Therefore, the client List will have a complement of screens which relate to the management of clients. These screens are accessed and organized through a second level sub-menu.

Once the user has selected a high level function using the First level menu, such as Client List, the menu expands to display the second level sub-menu. The sub-menus allow the user to navigate to specific screens without having to use next and back keys. If a menu item has a sub-menu, you will see a small triangle to the right of the label. The triangle points down when the sub-menu is displayed (menu expands) and points to the right when the sub-menu is not displayed.

When you place your cursor over a menu item, it is outlined with a dotted box. Use a single, left-click of your mouse to select the menu item and display the associated screen. When selected, the menu item will be outlined with a box.



Toolbar Icons and Hyperlinks

AKAIMS Toolbar: This is the uppermost portion of the screen, and contains the: AKAIMS icon, User Identity and Context, Print and Help Icons, and logout hyperlink.

AKAIMS Icon: This icon is displayed near the upper left of the screen to assure the user that they are in the AKAIMS database. User identity, Agency / Facility, and active client information are immediately to the right of the icon.

Print View Icon: The Print View Icon allows you to print the current screen.

Print Report Icon: Allows you to print a formal document, often with signature lines. This is not available on all screens.

Help Icon: This icon will take the user to the AKAIMS Support website where help information, including FAQs, and training documents that may be downloaded can be found. The support site also contains contact information for reporting system bugs or asking technical questions and other help needs.

Logout: Use Logout rather than closing the browser window with the red X to ensure that you will not be locked out upon trying to start a new session. You will be asked if you are certain you wish to end the session. Click **Yes**.



Navigation Buttons

Cancel: Cancel returns the user to the previous screen or mode without storing the data entered on the screen.

Save: The Save button is used in two ways. First, it allows the user to commit data to the database after completing the required fields, without having to complete the entire form. Save may also be used to add multiple records to a list without having to leave the screen. Examples of this function are found on screens such as Alternate Name, Address and Phone.

Finish: The Finish button saves any unsaved data, and returns the user to the first screen of a module or the Activity List.

Previous: Takes the user to the previous screen in a series of screens which compose a dataset.

Next: Takes the user to the Next screen in a series of screens which compose a dataset and automatically saves the data entered on the current screen.

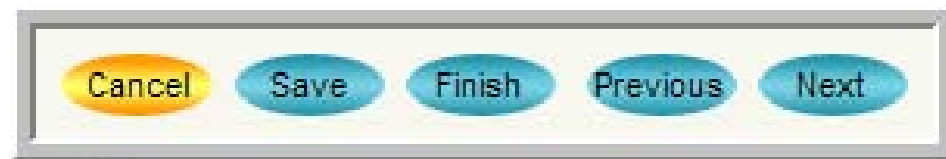


Table Actions

Review: This hyperlink allows the user to either review record details or edit them, depending on their permissions and case status.

Delete: The Delete hyperlink allows users to delete records without requiring them to go to the detailed view. To reduce inadvertent deletes of important data, this feature is only used in tables where most of the critical record information is displayed in the table. In addition, a warning screen asks the user if they want to delete the record, or return to the table.

Last Name	First Name	Middle Name	Actions
	Johnny		Review Delete

Controls

Textbox: Text boxes are designed to allow the user to enter data manually. Some text fields have specific formats which must be used:

DOB/Date: mm/dd/yy

SSN: nnn-nn-nnnn

Phone Number: nnn-xxx-nnnn

Scrolling textbox: Scrolling text boxes are used to capture notes and descriptions. A scrolling text box allows the user to enter at least 500 characters. Some have no character limits. An example of a scrolling text box is often a Comment field.

Drop-down box: A drop-down box is used when only one entry may be selected from a list of values.

Mover Box: A mover box is used when more than one entry may be selected from a list of values. Some may scroll. Select an option from the left hand box and move it to the **Selected** box on the right by clicking on the arrow that points right.

Mover Box with Radio Buttons: The user selects an option with a single left click. Before selecting the mover arrow, they must select an option, using the radio buttons located between the boxes.

The screenshot displays the AKAIMS application interface with several input controls:

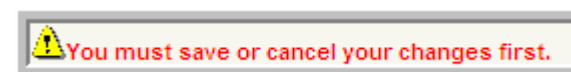
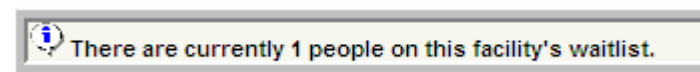
- Driver's License:** A standard text input field.
- DOB:** A text input field containing "6/6/1952".
- SSN:** A text input field containing "999-99-9999".
- Comments:** A large scrolling text area for notes.
- English Fluency:** A drop-down menu currently showing "Good".
- Races:** A mover box with a list of races on the left (Aleut, Asian, Athabascan (Other than American Indian), Black/African American, Caucasian) and a "Selected Races" box on the right containing "American Indian".
- Client Information Options:** A list of options including Admission, AK Status Review, ATR Interview, Behavioral Health Assessment, CASI Scores, Client Information (Profile), Client Screening, DENS ASI Assessment, DENS ASI Lite, Discharge, and GPRA Assessment.
- Consent Expires Upon:** Radio buttons for Discharge(UD), Date Signed(DS), Other Event(OE), and Crim Just Cond (CJC), each followed by a "+Days" field and an expiration date field.
- Disclosure Selection:** A large text area for selecting disclosure options.

Messaging

Messages: AKAIMS displays messages and warnings at the top of the screen, just below the toolbar, when required.

Information Messages: Information messages direct the user to complete the appropriate steps to continue most tasks in AKAIMS. In most cases with information messages, you will not lose data, and you may proceed if you choose to ignore the message. An example would be “Please select a Facility.” You could ignore the message, but you could only perform functions which did not require a context to be established. Some of the messages in black are informative only. An example of this is on the Home Page that will tell you how many people are on the wait list.

Error: A red circle with an X indicates the failure to provide required data. This means that the record cannot be saved. Warnings may be used for incorrect formats. In addition to the error message, the field in error is colored pink. The user may type directly over the colored box to correct the data so that it may be saved to the database.



Insert, View & Search

General: There are three modes in AKAIMS: Insert, View and Search. Each mode allows the user to perform a pre-determined set of functions.

Insert: In most cases, when you first enter a screen, you will be in insert mode. This mode allows you to make entries into most fields in the screen, and save them to the database. When you select a screen from a menu, click next, or use a hyperlink to navigate to a screen, you are usually in this mode.

View: Sometimes AKAIMS will not allow the user to modify any information in the screen. This is usually done to protect data integrity. When you enter a screen in this mode, all fields will be read-only, and grayed out. An example of this is the Announcement screen.

Search: Some list screens will allow the user to perform searches based on criteria. When in Search mode, you will usually see a Clear and a Go button, rather than Save, Cancel, Finish. The Client List is an example of this feature.

Note: The view mode is also used in some cases where the user is adding data to a table on the same screen. Examples of this include the addition of phone numbers, addresses, and alternate names. In these cases, the **Add** links are used to move the user from view to insert mode.

First Name Bob
Middle Name
Last Name Marley
Gender Male
DOB 6/6/1952
SSN 999-99-9999

Fields where data can be inserted.

Created 9/13/2007 10:31 AM
Updated 9/13/2007 10:31 AM

Fields where data can be viewed but not edited.

Client Search

Agency State of Alaska Facility
First Name Last Name
SSN DOB
Client ID Provider Client ID
Staff Primary Care Staff
Case Status All Clients

Clear Go

Search fields

Search

Exact Match: This type of search is to find records which match the search criteria exactly. Therefore, if you type **First Name** = Jane, you will only get clients who have the first name of Jane. You may constrain the search results by adding other parameters such as **First Name**, **DOB**, and **Facility** to reduce the number of erroneous results.

Wild Card: Wild card searches are very useful in cases where you do not have the exact value or spelling of a parameter. It allows you to search with just three characters. To use the wildcard search, place an asterisk after, before, or on both sides of the known characters of the parameter. Click the **Go** button. The search will return all values with a string of characters which match the characters provided by you.

D*- will return any string starting with D or d.

*s- will return anything ending in s.

Range Expression: This search allows you to search a range of values when given two specific values.

01/01/2000: 12/31/2000 – returns any record with a date in the year 2000.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M55959915995100 | Case #: 1

Client Search

Agency: State of Alaska

First Name: Rabbit

Last Name:

SSN:

DOB:

Client ID:

Provider Client ID:

Staff:

Primary Care Staff:

Case Status: All Clients

Clear Go

Client List (Export) [Add Client](#)

Client ID	Full Name	DOB	SSN	Gender	Actions
M55959915995100	Silly, Rabbit	5/5/1992	999-99-9999	Male	Profile Activity List

Clients v

Agency				Gender	Actions

Conventions

Required Fields: Required fields will be indicated by a yellow background.

Incomplete Required Fields: Incomplete required fields will generate a warning or error, and will be indicated by pink background. You will not be able to move forward to the next screen until you have completed all dark yellow screens and those that have been turned to pink.

Reporting: If a field is not required for data integrity, but is required to support reporting requirements for the State or Agency, the background is light yellow. You can move to the next screen without completing light yellow fields.

This screenshot shows a form with the following fields and values:

Field	Value	Background Color
First Name	Bob	Yellow
Middle Name		White
Last Name	Marley	Yellow
Gender	Male	Yellow
DOB	6/6/1952	Yellow
SSN	999-99-9999	Yellow
Driver's License		White
Medicaid #	N/A	Yellow
Has paper file	Yes	White

A red box at the bottom of the form is labeled "Required fields".

This screenshot shows the same form as above, but with the following changes:

Field	Value	Background Color
First Name	Bob	Yellow
Middle Name		White
Last Name	Marley	Yellow
Gender	Male	Yellow
DOB	6/6/1952	Yellow
SSN		Pink
Driver's License		White
Medicaid #	N/A	Yellow
Has paper file	Yes	White

A red box at the bottom of the form is labeled "Incomplete required fields".

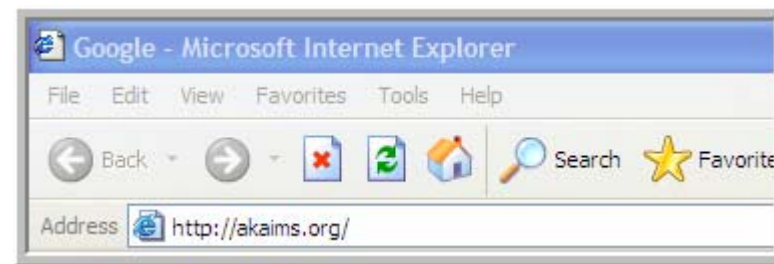
Accessing AKAIMS

Introduction

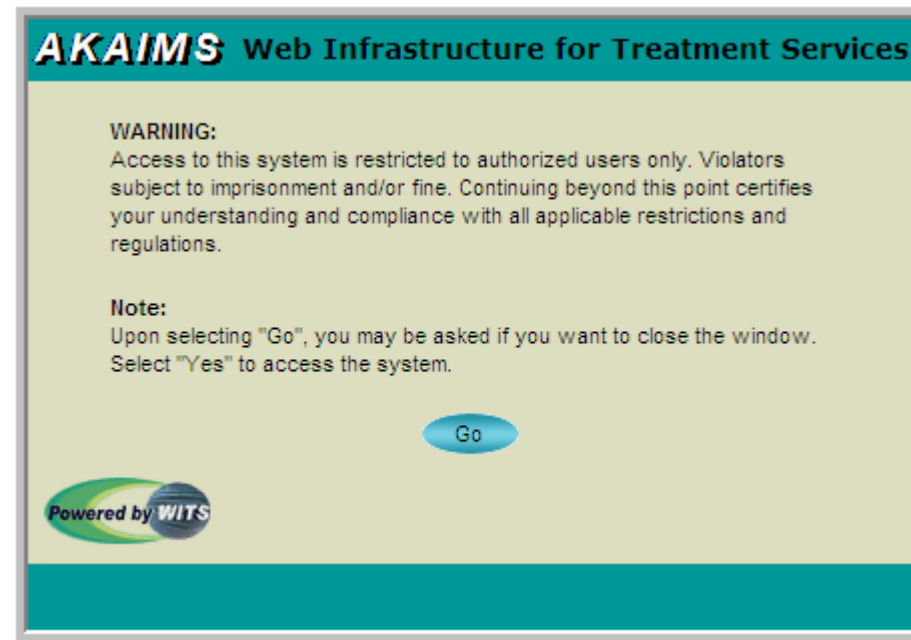
AKAIMS is a web-based management information system and is accessed via a web browser. To utilize your web browser and access AKAIMS you will need to have a reliable Internet connection. AKAIMS requires the Internet Explorer 6.0 browser. To navigate to AKAIMS, backspace over the address in the address line, and type the following URL in the Address Line of your browser, and hit the enter key or *click* the “Go” button on the right-hand side of the screen if available.

<http://akaims.org/>

After your screen refreshes you will be shown a security alert. AKAIMS is located on a secure site, to access this site, click the yes button.



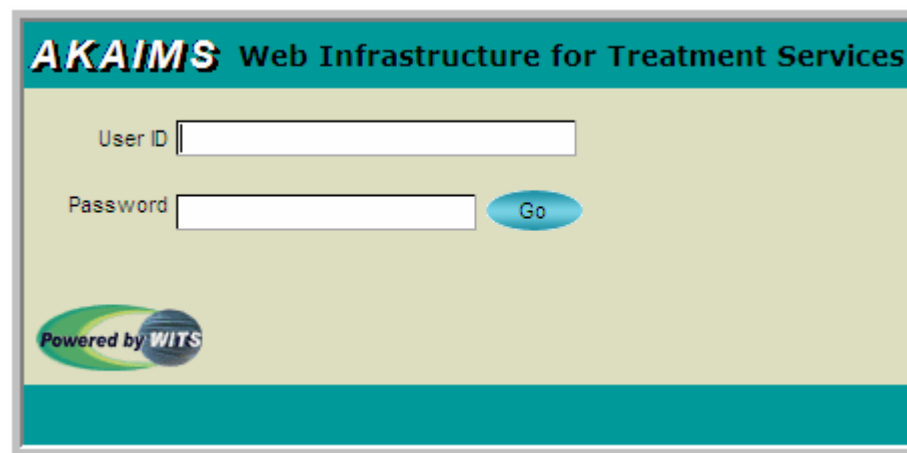
Warning Message Box: After clicking the **Yes** button in the Security Alert Box, you will be warned that you must be authorized to use the site. Click **Go** if you are authorized. If you have a **User ID** and a **Password** you are authorized to enter.



After clicking the **Go** button in the previous screen a new browser window will open. Here you will be required to provide your **user ID** and **password**. Simply type your **user ID** in the **user ID** field and your **password** in the **password** field. Your administrator would have registered you as an authorized user and the system would have sent you an email with your system generated password and user name information as well as a pin number. Save this email for future use. If you have not received your **User ID**, contact your AKAIMS Administrator. When complete, click the **Go** button to proceed.

To manage the security of your identity, a password has been assigned to you. As you type it in, you will see small dots for each character. This is to prohibit someone from seeing your password and using it to pose as you to access the system.

Note: The first time you enter your assigned Password and PIN you are asked to change them. Be sure to make the new Password and PIN at least 6 characters long, including both letters and numbers. Do not use proper names or old PIN or passwords from another system. For security reasons, you will periodically be prompted to change your Password and PIN.



The image shows a login window titled "AKAIMS Web Infrastructure for Treatment Services". It features two input fields: "User ID" and "Password". The "Password" field is masked with dots. To the right of the "Password" field is a blue oval button labeled "Go". In the bottom left corner, there is a logo that says "Powered by WITS" with a green and blue circular graphic.

After clicking the **Go** button next to the password, you will be asked for your PIN. To manage the security of your identity, a **Personal Identification Number (PIN)** has been assigned to you. It will be lengthy and will not appear to follow any convention. This is to prohibit someone from being able to guess your **PIN**, and access the system as you. After entering your **PIN**, click the **Go** button.

AKAIMS Web Infrastructure for Treatment Services

User ID mwalker

Password Go

PIN Go

Powered by WITS

Change facility

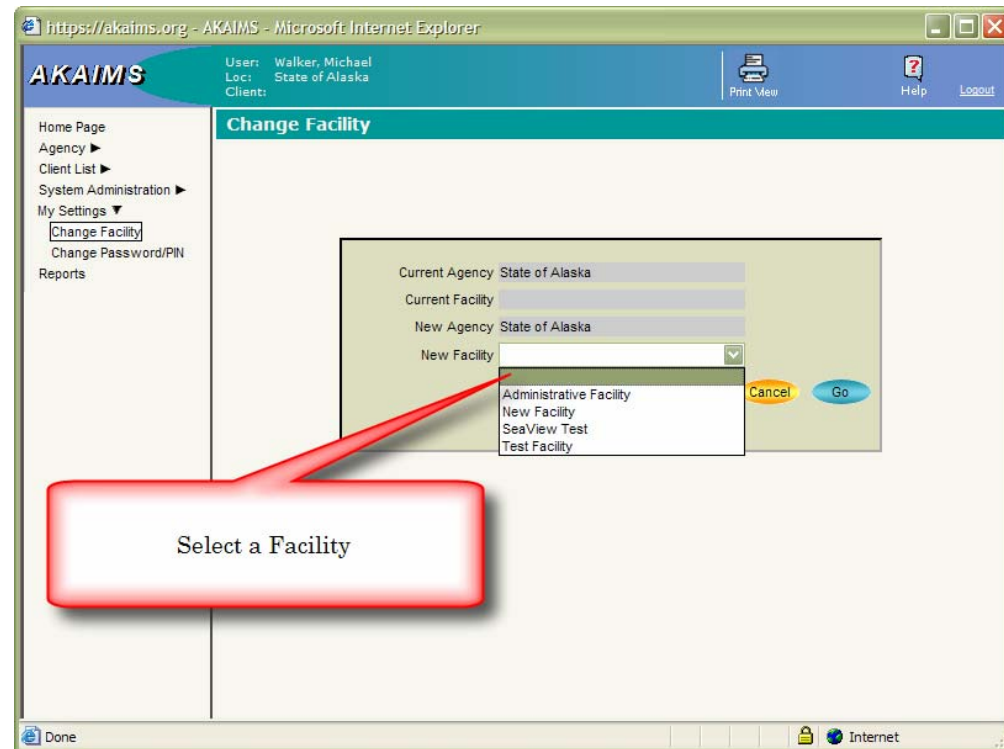
Introduction

AKAIMS requires each user to have access to a Facility for their session. Most users will be associated with one Agency, but some users may be associated with multiple Facilities. The facility you select defines the boundaries within which you can work within this session. All facilities under your agency are listed in the New Facility list and you are asked to pick one for this specific session. Only the facilities that you are authorized to access will show up in this list. Everything you do (with the exception of client search) with a client record would be within the limits of this facility that you select.

1. Click the downward facing arrow for the drop-down box next to **New Facility** to select the **Facility** for the session.
2. Click the **Go** button. You will enter the **AKAIMS Home** screen.

Note: The agency you are attempting to access must have already had at least one facility registered. You will have been granted access to one or more facilities by your agency administrator when you were granted access rights to the system. If you do not see the correct facility listed in the dropdown list, contact your agency administrator for assistance.

Note: You may use Cancel and go to the menu on the left. However, you will not be able to access any client records until you have picked a facility.



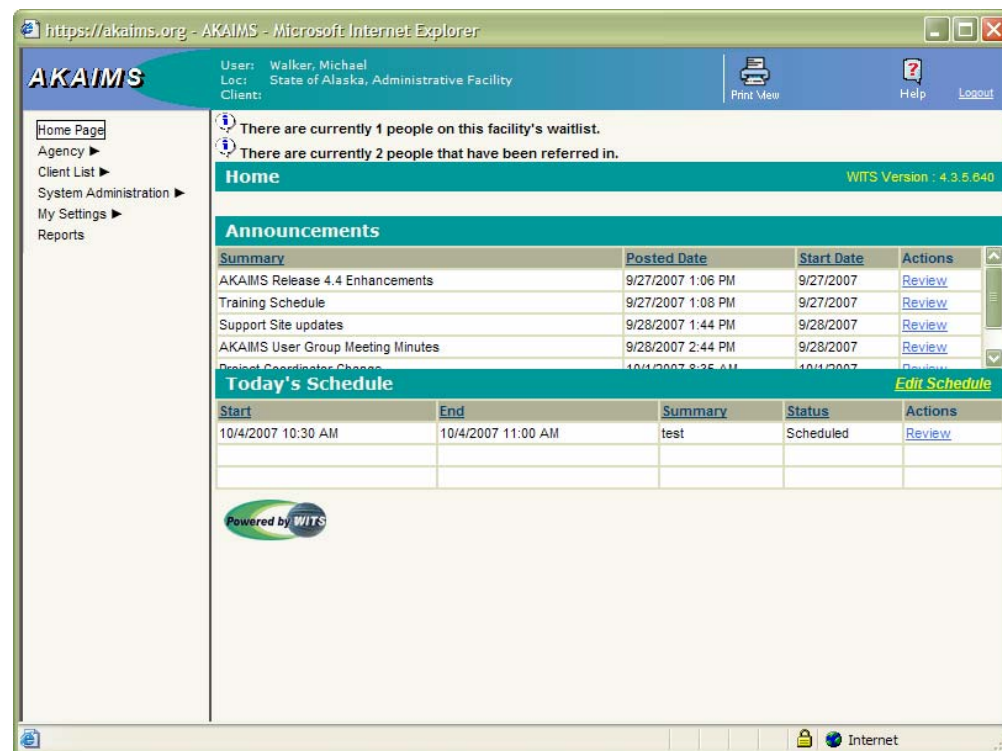
Home Page

Introduction

Once you have successfully logged on to the system, you will be taken to the homepage. From this page, all interactions with the system begin. Here you will notice any system generated messages and announcements. You are able to interact with your organization's schedule; viewing, adding, editing, and deleting scheduled events and appointments.

Announcements

1. Click the **Review** link to access the **Announcements** screen. If authorized, you will have the ability to edit announcements. If you are not, you may view the details of the **Announcement**.

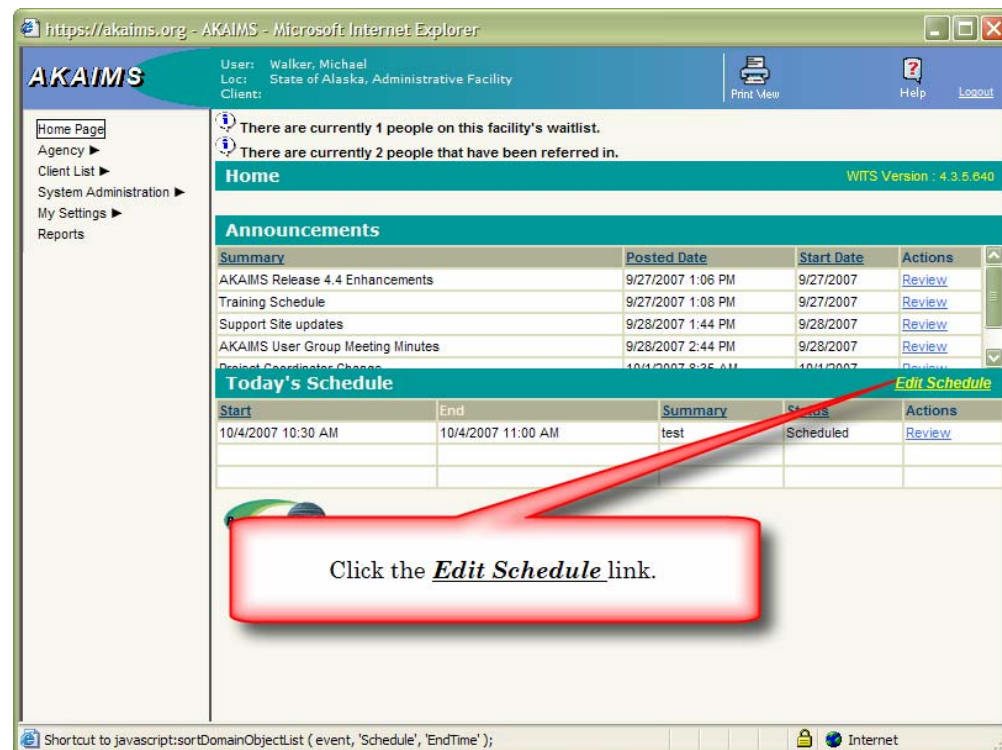


Schedule

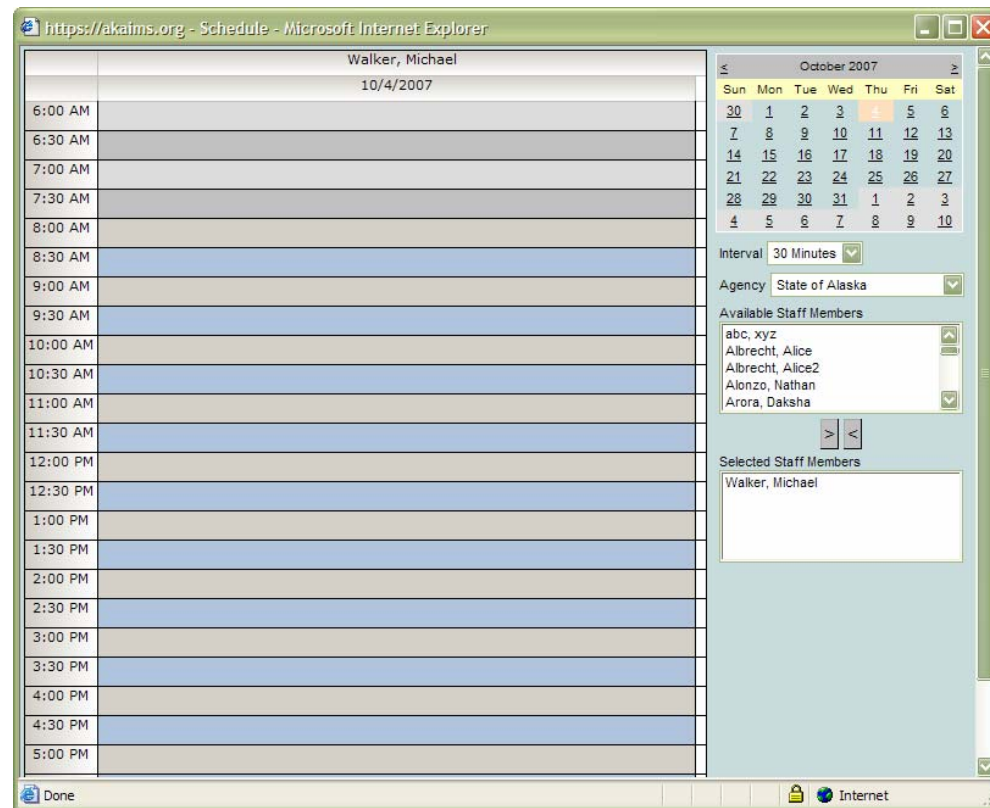
Users may enter their schedule information in AKAIMS, including posting reminders for themselves. Another person with the authority to access staff schedules may set appointments with clients or create other appropriate events in staff schedules.

1. Click the **Edit Schedule link** to access the **Schedule** screen. Double click in the time slot for which you want to enter an event. This will open the **Schedule Edit** screen. If your event will last more than the length of one time slot, click and drag to highlight the number of slots needed for your event.

Note: The announcements section allows AKAIMS authorized users to broadcast information to the AKAIMS community. Your agency's System Administrator can only send information to their assigned agency. The State IT staff can send information to all AKAIMS users.



2. The Staff field is a read-only system provided field. When you move a staff name into the **Selected Staff Member** box, the screen will bring up the other staff member's calendar information as well as yours. This allows you to check availability for scheduling purposes. (You will need the appropriate access permissions to do this.)



Client Profile & Related screens

Path: Client List → Client Profile

Prerequisite: You **must** have;

- ✓ Logged into the system.
- ✓ Selected a facility.

Introduction

The **Client Profile** is the first screen of several in a series that contains client-specific information in the system. It is used to collect and display general and demographic information about a client. When the **Client Profile** is saved, AKAIMS generates a unique client identifier for your client. All of the client's records created in AKAIMS are associated with the unique client identifier. Because AKAIMS is a client-driven system, you must first either create or select an existing client before you can perform any client-related activities. You can search for clients by entering a variety of search criteria on the **Client Search** screen, which is displayed when you click **Client List** from the left menu.

Note: Before adding a client to AKAIMS, you should first check to see if they have already been added to the system by another user. Scan the list for their name or variants of their name. For instance, a client named “Robert” may have earlier represented himself as “Bob”.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client:

Print Menu Help Logout

AKAIMS

Home Page
Agency ▶
Client List
Client Profile ▶
Non-Episode Contact
Activity List ▶
Episode List
System Administration ▶
My Settings ▶
Reports

Client Search

Agency: State of Alaska Facility:
First Name: Last Name:
SSN: DOB:
Client: Provider Client ID:
Staff: Primary Care Staff:
Case Status: All Clients

Clear Go

Client Add Client

Client Id	Actions

Clients with Consents from Outside Agencies

Agency	Client Id	Client Name	DOB	SSN	Gender	Actions

Done Internet

Client Search

Path: Client List

Prerequisite: You **must** have;

- ✓ Logged into the system.
- ✓ Selected a facility.

Introduction

To begin working with clients you must perform a search to avoid creation of duplicate clients. If the client does not already exist, a new client profile needs to be created. By entering specific search criteria, you can also use this screen to generate lists of clients matching specific criteria, such as gender, facility, etc.

1. Click **Client List** from the left menu. Your screen will refresh to display the **Client Search/Client List** screen.
2. Clicking the **Go** button without entering search criteria will return a listing of all clients for your agency.

3. Type any known information in any search field to narrow your results to a smaller, more refined list of clients.
 - o **Exact Match:** This type of search is to find records which match the search criteria exactly.
 - o **Wild Card:** Wild Card searches are very useful in cases where you do not have the exact value or spelling of a parameter. It allows you to search with two or more characters. To use the wildcard search, place an asterisk after, before, or on both sides of the known characters of the parameter. The search will return all values with a string of characters which match the characters you entered. D*- will return anything starting with D or d. *s- will return anything ending in s.
 - o **Date range:** This search allows you to specify a date range. For instance, 01/01/2000:12/31/2000 returns any record with a date in the calendar year 2000.

The screenshot shows the AKAIMS Client Search interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer. The user is logged in as Walker, Michael, with the location set to State of Alaska, Administrative Facility.

Step 1: Search Criteria is indicated by a red callout box pointing to the search form. The form includes the following fields:

- Agency: State of Alaska (dropdown menu)
- First Name: Rabbit (text input)
- Last Name: (text input)
- SSN: (text input)
- DOB: (text input)
- Client ID: (text input)
- Provider Client ID: (text input)
- Staff: (dropdown menu)
- Primary Care Staff: (text input)
- Case Status: All Clients (dropdown menu)

Buttons for "Clear" and "Go" are located at the bottom right of the search form.

Step 2: Click the Go button is indicated by a red callout box pointing to the "Go" button.

Search results are shown in a table below the search form. The table has columns for Client ID, Full Name, DOB, SSN, Gender, and Actions. The first row shows a client with ID M559599IS995100, Name Silly Rabbit, DOB 5/5/1992, SSN 999-99-9999, and Gender Male. The Actions column contains links for Profile and Activity List.

Below the search results table is a section titled "Clients and Services from Outside Agencies" with a table that has columns for Agency, Client Id, Client Name, DOB, SSN, Gender, and Actions. This table is currently empty.

Client List

Path: Client List

Prerequisite: You **must** have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched for a client record.

Introduction

The search method you used will result in a list of clients who have met the search criteria. These will be displayed in the **Client List** section of the screen.

1. Notice that in the **Client List** section of the screen, there are two links under the **Actions** column. To view and effect changes to a client's profile and related screens, click **Profile**. To view and effect changes to a client's activities, click **Activity List**.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client:

Print View Help Logout

Home Page
Agency ▾
Client List ▾
Client Profile ▶
Non-Episode Contact
Activity List ▶
Episode List
System Administration ▶
My Settings ▶
Reports

Client Search

Agency: State of Alaska Facility:

First Name: Rabbit Last Name:

SSN: DOB:

Client ID: Provider Client ID:

Staff: Primary Care Staff:

Case Status: All Clients

Clear Go

Client List (Export) Add Client

Client ID	Full Name	DOB	SSN	Gender	Actions
M559599IS995100	Silly, Rabbit	5/5/1992	999-99-9999	Male	Profile Activity List

Click the Profile link

Clients with Conse...

Agency	Client Id	Client Name	DOB	SSN	Gender	Actions

2. If you click the **Profile** link, your screen will refresh and resemble the following graphic.
3. You may now begin actively working with this client's record.
4. Depending on your needs, clicking the indicated buttons produces the following results.
 - o **Cancel:** Brings you back to the **Client Search/Client List** screen, populated with the results of your previous search.
 - o **Save:** Saves the **Client Profile** screen contents. This is used if any profile items have been altered. In this case, Save will change the **Last Updated By** and the **Last Updated Date** fields.
 - o **Finish:** Brings you back to the **Client Search/Client List** screen, populated with the results of your previous search.
 - o **Next:** Saves the screen contents and takes you to the **Alternate Names** screen.

Note: By default, all agency facilities are included in the initial search.

Note: Ensure All Clients is selected in the Case Status Field to ensure both active and closed records are checked.

Note: You can also export the entire client list by clicking on the export hyperlink. The list will be exported to Excel; if you do not have Excel, the system will prompt you to open it in another available document type.

Add Client

Path: Client List → Client Profile

Prerequisite: You **must** have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched for a client record.

Introduction

If your search results indicate that the client you're working with has not previously been entered, you can add a new client record.

1. New clients can be added via the **Client Search / Client List** screen. To do this, click the **Add Client** link. This will open the **Client Profile** screen with blank fields you will complete for the new client. All fields highlighted yellow are required as part of the minimal data set.

Note: If you enter an inaccurate SS# you may go back and correct it without creating a new client or losing any information on the client. The AKAIMS Client ID requires that you have the correct last 4 digits of the SS# in order to avoid possibly linking the information to someone else.

The screenshot displays the AKAIMS web application interface. The top header shows the user is Michael Walker, logged in as 'State of Alaska, Administrative Facility'. The main content area is divided into a sidebar and a main panel. The sidebar contains links for Home Page, Agency, Client List (selected), Client Profile, Non-Episode Contact, Activity List, Episode List, System Administration, My Settings, and Reports. The main panel has a 'Client Search' section with various input fields (Agency, Facility, First Name, Last Name, SSN, DOB, Client ID, Staff, Provider Client ID, Primary Care Staff, Case Status) and 'Clear' and 'Go' buttons. Below this is a 'Client List (Export)' table with columns for Client ID, Full Name, DOB, SSN, Gender, and Actions. A red callout box with the text 'Click the Add Client link' points to the 'Add Client' link in the top right corner of the table. At the bottom, there is a section for 'Clients with Consents from Outside Agencies' with a similar table structure.

2. **First Name:** Enter the client's first name.
3. **Last Name:** Enter the client's last name.
4. **Gender:** If you enter "Female", **Maiden Name** becomes a required yellow field (see **Maiden Name** below).
5. **DOB (Date of Birth):** MM/DD/YYYY or MM/DD/YY.
6. **SSN (Social Security Number):** The system automatically adds hyphens. If you enter an inaccurate SSN, you may go back and correct it without creating a new client or losing any information on the client. If the SSN is not provided or is unknown, users should enter 999-99-9999.
7. **Medicaid #:** Enter the actual Medicaid number. If it is unknown or there is none, enter "N/A".
8. **Maiden Name:** Enter the client's or the mother's maiden name. If the maiden name is unknown, enter "None".

Note: If you enter an inaccurate SS# you may go back and correct it without creating a new client or losing any information on the client. The AKAIMS Client ID requires that you have the correct last 4 digits of the SS# in order to avoid possibly linking the information to someone else.

The screenshot shows the AKAIMS Client Profile page in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer. The page header includes the AKAIMS logo and user information: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: [blank]. Navigation links include Print Report, Print View, Help, and Logout.

The left sidebar contains a menu with the following items: Home Page, Agency, Client List, Client Profile (selected), Alternate Names, Additional Information, Contact Info, Collateral Contacts, Other Numbers, History, Non-Episode Contact, Activity List, Episode List, System Administration, My Settings, and Reports.

The main content area is titled "Client Profile" and contains the following fields:

- First Name (yellow field)
- Middle Name (white field)
- Last Name (yellow field)
- Gender (dropdown menu)
- DOB (yellow field)
- SSN (yellow field)
- Driver's License (white field)
- Medicaid # (yellow field)
- Has paper file (Yes/No dropdown menu)
- Maiden Name (white field)
- Provider Client ID (white field)
- AKAIMS Client ID (white field)
- Record Created By: Walker, Michael
- Last Updated By (white field)
- Created Date (white field)
- Last Updated Date (white field)

At the bottom of the Client Profile section are four buttons: Cancel, Save, Finish, and Next.

Below the Client Profile section are two tables:

Alternate Names

Last Name	First Name	Middle Name	Actions

Addresses

Address Type	Address	Confidential	Created	Updated	Actions

9. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Brings you back to the **Client Search/Client List** screen, populated with the results of your previous search.
 - o **Save:** Saves the **Client Profile** screen contents and populates the following gray fields:
 - AKAIMS Client ID
 - Record Created By
 - Last Updated By
 - Created Date
 - Last Updated Date
 - o **Finish:** Brings you back to the **Client Search/Client List** screen, populated with the results of your previous search.
 - o **Next:** Saves the screen contents and takes you to the **Alternate Names** screen.

Alternate Names

Path: Client List → Client Profile → Alternate Names

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.

Introduction

Enter any other names the client uses. These names may be collected from the client, their driver's license, Social Security Card, or other form of ID. Collect as many names as you can to ensure they are not entered in the system as a new client. In a later Client Search these could assist in locating the correct client profile, avoiding the possibility of creating duplicate clients.

1. Click the **Add Alternate Name** link. This will refresh the **Alternate Names** screen and the **First Name** field becomes yellow.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959915995100

Print Report Print View Help Logout

Home Page
Agency ▶
Client List ▼
Client Profile ▼
Alternate Names
Additional Information
Contact Info
Collateral Contacts
Other Numbers
History
Non-Episode Contact
Activity List ▶
Episode List
System Administration ▶
My Settings ▶
Reports

Alternate Names

Last Name	First Name	Middle Name	Actions

First Name Middle Name
Last Name

Add Alternate Name

Finish Previous Next

Click the Add Alternate Name link

Done Internet

2. Enter the client's alternate name information; **First Name**, **Middle Name**, and/or **Last Name**.
3. If you wish to add multiple **Alternate Names**, Click the **Save** button to store the name in the **Alternate Name** table at the top of the screen. You must click the **Add Alternate Name** link after each entry to insert additional names.
4. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel**: Brings you back to the **Alternate Names** screen. The fields are populated with their original contents.
 - o **Save**: Refreshes the **Alternate Names** screen with your changes, which are then displayed in the appropriate columns.
 - o **Finish**: Saves the **Alternate Names** screen contents and **populates** the appropriate columns with the information provided. You are then returned to the **Client Search/Client List** screen.
 - o **Previous**: Takes you back to the **Client Profile** screen.
 - o **Next**: Brings you to the **Additional Information** screen.

Note: If at some point you need to review or delete an entry in the Alternate Names table, click either the Review or the Delete link in the table.

Note: It is best practice to get a copy of the person's license for verification of address, spelling of name, etc.

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar displays "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The user is logged in as "Walker, Michael" from the "State of Alaska, Administrative Facility" with client ID "Silly, Rabbit | MS5959915995100".

The main content area is titled "Alternate Names". It contains a table with the following columns: Last Name, First Name, Middle Name, and Actions. The table has one row with "Bugs" in the First Name column. The Actions column for this row contains links for "Review" and "Delete".

Below the table is a form to "Add Alternate Name". It has input fields for First Name (containing "Bugsy"), Middle Name, and Last Name. At the bottom of the form are buttons for "Cancel", "Save", "Finish", "Previous", and "Next".

A red callout box with a white border points to the "Review" and "Delete" links in the table, with the text "Review and Delete links" inside.

Additional Information

Path: Client List → Client Profile → Additional Information

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.

Introduction

This screen is used to capture the client's federally-mandated race and ethnicity information, as well as any special needs. Additionally, English Fluency, Education, and Veteran Status are required fields.

1. Select the appropriate entry(s) from the **Races** box then click the mover button pointing right. The selected item(s) should now appear in the **Selected Races** box. If you notice that an item was selected in error, simply select that item from the **Selected Races** box and click the **left mover button**. The item will be removed from the list of **Selected Races** and returned to the **Races** box.

Note: Many of the fields on this screen are federally required. Ethnicity is also federally defined. The client's Community of Origin is from where they came to seek services at your agency, not place of birth. You may need to come back to fill in Special Needs after an assessment has been done on the client. Be sure to fill in all of the color highlighted fields.

The screenshot shows the AKAIMS web application in Microsoft Internet Explorer. The browser address bar displays "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The user is logged in as "Walker, Michael" with location "State of Alaska, Administrative Facility" and client "Silly, Rabbit | MS3959915995100". The page title is "Additional Information".

The form contains the following sections and fields:

- Races:** A list box containing "Aleut", "American Indian", "Asian", "Athabascan (Other than American Indian)", and "Black/African American".
- Selected Races:** An empty list box for selected races.
- Ethnicity:** A dropdown menu.
- Community of Origin:** A dropdown menu.
- Special Needs:** A list box containing "None", "No Response", "Developmentally Disabled", and "Major Difficulty in Ambulating or Nonambulation".
- Selected Special Needs:** An empty list box for selected special needs.
- English Fluency:** A dropdown menu.
- Primary Language:** A dropdown menu.
- Interpreter Needed:** A dropdown menu.
- Education:** A dropdown menu.
- Veteran Status:** A dropdown menu.
- Citizenship:** A dropdown menu.

At the bottom of the form are buttons for "Cancel", "Save", "Finish", "Previous", and "Next". A red arrow points to the mover boxes between the "Races" and "Selected Races" list boxes, with a label "Mover boxes" in a red box.

2. Select the appropriate entry from the **Ethnicity** drop-down list.
3. Select the appropriate entry(s) from the **Special Needs** box then click the mover button pointing right. Your selected items should now appear in the **Selected Special Needs** box. If you notice that an item is selected in error, simply select that item from the **Selected Special Needs** box and click the left mover button. The item will be removed from the list of **Selected Special Needs** and returned to the **Special Needs** box.
4. Select the appropriate entry from the **English Fluency** drop-down list.
5. Select the appropriate entry from the **Primary Language** drop-down list.
6. Choose **Yes**, **No**, or leave blank for the **Interpreter Needed** field.
7. Select the appropriate entry from the **Education** drop-down list.
8. Select the appropriate entry from the **Veteran status** drop-down list.
9. Select the appropriate entry from the **Citizenship** drop-down list.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test2.akaims.org>. The page header includes the AKAIMS logo and user information: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959015995100. Navigation links for Print Report, Print View, Help, and Logout are visible.

The main content area is titled "Additional Information" and contains several sections:

- Races:** A list of race options (Aleut, Asian, Athabascan (Other than American Indian), Black/African American, Caucasian) with a mover button pointing right to the **Selected Races** box, which currently contains "American Indian".
- Ethnicity:** A drop-down menu currently set to "Chicano/ Other Hispanic".
- Community of Origin:** An empty text field.
- Special Needs:** A list of special needs options (None, No Response, Major Difficulty in Ambulating or Nonambulation, Moderate To Severe Medical Problems) with a mover button pointing right to the **Selected Special Needs** box, which currently contains "Developmentally Disabled".
- English Fluency:** A drop-down menu currently set to "Excellent".
- Primary Language:** An empty text field.
- Interpreter Needed:** A checkbox currently unchecked.
- Education:** A drop-down menu currently set to "Unknown".
- Veteran Status:** A drop-down menu currently set to "Never in Military".
- Citizenship:** An empty text field.

At the bottom of the form are buttons for Cancel, Save, Finish, Previous, and Next. The browser's status bar at the bottom shows "Done" and "Internet".

10. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Brings you back to the **Client Profile** screen with no changes being made to the **Additional Information** screen.
 - o **Save:** Saves the **Additional Information** screen contents.
 - o **Finish:** Brings you back to the **Client Profile** screen. Note that the gray **Last Updated By** and **Last Updated Date** fields are changed.
 - o **Previous:** Brings you back to the **Alternate Names** screen.
 - o **Next:** Saves the screen contents and takes you to the **Contact Information** screen.

Add Collateral Contacts

Path: Client List → Client Profile → Collateral Contacts

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.

Introduction

This screen is where you can document the details about all people associated with the client who are outside the agency.

1. Click the **Add Contact** link.
2. Fill in all dark yellow fields. If you have selected **Other** in the **Relation** field, use **Notes** to indicate what that relationship is.

Note: The Treatment Team screen and Other Numbers Screen contain an “Add Contact” hyperlink that will bring you back to this screen, thus allowing you to add additional collateral contacts. You may add the client here to get their name on the Tx Team.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

AKAIMS User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959915995100

Print Report Print View Help Logout

Home Page
Agency ▶
Client List ▼
Client Profile ▼
 Alternate Names
 Additional Information
 Contact Info
 Collateral Contacts
 Other Numbers
 History
Non-Episode Contact
Activity List ▶
Episode List
System Administration ▶
My Settings ▶
Reports

Collateral Contacts

First Name	Last Name	Relation	Phone Numbers	Actions

Add Contact

First Name Address 1
Last Name Address 2
Relation City State Zip
Gender
Date of Birth SSN
Home Phone
Work Phone
Mobile
Fax Created
Other Last Update

Click the **Add Contact** link

Finish Previous Next

3. The **Can Contact** field asks the client if the provider can contact this person for any reason. If you need a signed consent to be able to contact this person, complete the consent in the consent module and then select **Yes** on this screen for the **Consent On File** field. Be sure to ALWAYS verify that there is an active consent before releasing any information on a client.
4. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Brings you back to the **Collateral Contacts** screen.
 - o **Save:** Refreshes the **Collateral Contacts** screen with your changes displayed in the appropriate columns.
 - o **Finish:** Saves the **Collateral Contacts** screen contents and populates the appropriate columns with the information provided. You are then returned to the **Client List** screen.
 - o **Previous:** Takes you back to the **Contact Info** screen.
 - o **Next:** Saves the screen contents and takes you to the **Other Numbers** screen.

Note: Be sure to enter at least one phone number for the contact, AKAIMS will not let you save the screen contents until you do so.

The screenshot shows the AKAIMS web application interface. The top navigation bar includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959915995100), and links for Print Report, Print View, Help, and Logout. The left sidebar contains a menu with options like Home Page, Agency, Client List, Client Profile, Alternate Names, Additional Information, Contact Info, Collateral Contacts (selected), Other Numbers, History, Non-Episode Contact, Activity List, Episode List, System Administration, My Settings, and Reports. The main content area is titled 'Collateral Contacts' and features a table with columns for First Name, Last Name, Relation, Phone Numbers, and Actions. Below the table is the 'Add Contact' form, which includes fields for First Name, Last Name, Relation (dropdown), Gender (dropdown), Date of Birth, SSN, Home Phone, Work Phone, Mobile, Fax, Other, Address 1, Address 2, City, State (dropdown), Zip, Email, Can Contact (dropdown), Consent On File (dropdown), and Notes. At the bottom of the form are buttons for Cancel, Save, Finish, Previous, and Next. The browser window title is 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'.

Other Numbers

Path: Client List → Client Profile → Other Numbers

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched for and retrieved an existing client record or created and saved a client profile if none existed.

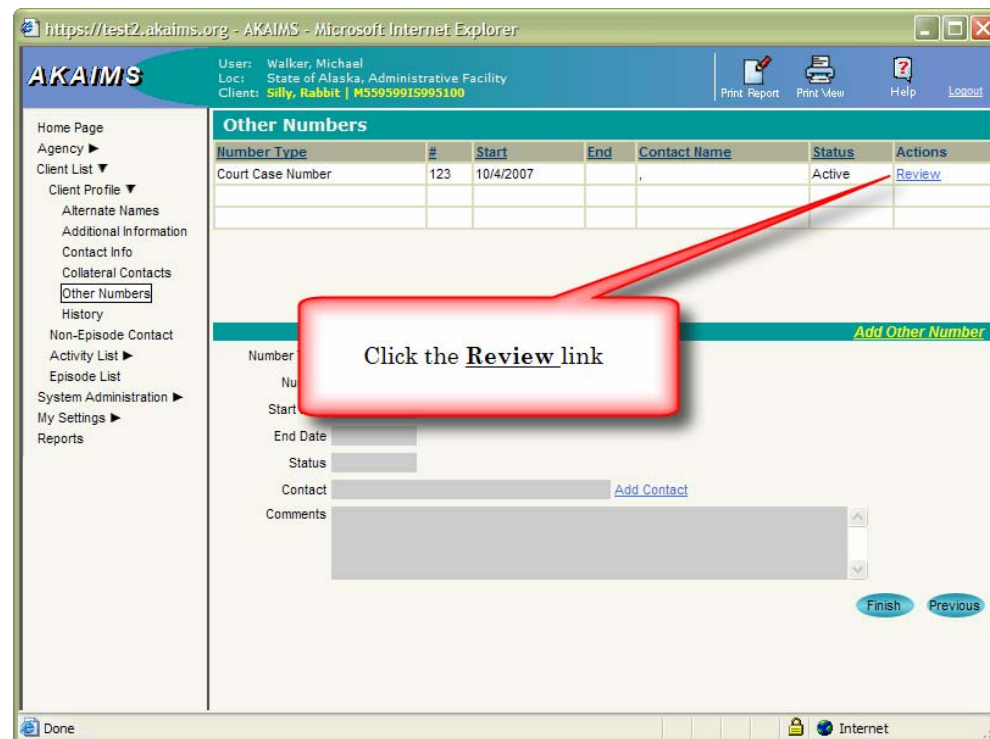
Introduction

On this screen use the **Number Type** and Number to document client legal numbers. Select the number type from the drop down list and enter the appropriate number.

The following types of numbers can be entered:

1. **Court Case**
2. OBISIS Number (Dept of Corrections—the title of this should be changed soon)
3. **Juvenile Court Number**
4. Click the **Add Other Number** link.
5. Enter other information as needed.
6. Click on **Add Other Number** link for each new entry. You can save multiple numbers for a client.

7. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Brings you back to the **Other Numbers** screen.
 - o **Save:** Refreshes the **Other Numbers** screen with your changes displayed in the appropriate columns.
 - o **Finish:** Saves the **Other Numbers** screen contents and populates the appropriate columns with the information provided. You are then returned to the **Client Profile** screen.
 - o **Previous:** Takes you back to the **Collateral Contacts** screen.



History

Path: Client List → Client Profile → History

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.

Introduction

The **History** screen displays a list of all users and any screens they have accessed in the system. It also tracks any changes that have been made to the client's electronic chart.

If you make a change to the client chart—like a change of address on the Address screen, you may delete the old address there, but the old address will still show in the History along with the creation of the new one.

Date Changed	Staff Person	Description of Changes
10/4/2007 2:25 PM	Walker, Michael	Other Number "123" Created.
10/4/2007 2:15 PM	Walker, Michael	- Collateral Contact "test test" Deleted. - Collateral Contact "test test" Deleted.
10/4/2007 2:14 PM	Walker, Michael	Collateral Contact "test test" Created.
10/4/2007 2:14 PM	Walker, Michael	Collateral Contact "test test" Created.
10/4/2007 2:13 PM	Walker, Michael	- Changed Fluency Code from "" to "Excellent". - Changed Education Status Code from "" to "Unknown". - Changed Veteran Status Code from "" to "Never in Military". - Changed Ethnicity from "" to "Chicano/ Other Hispanic". - Special Need 'Developmentally Disabled' Added. - Race 'American Indian' Added. - Client Alias "Bugs" Created.
10/4/2007 9:44 AM	Walker, Michael	Accessed Intake Screen for Case: 1
10/4/2007 9:44 AM	Walker, Michael	Changed Birth Date from "5/5/1995" to "5/5/1992".
10/4/2007 9:44 AM	Walker, Michael	Changed Birth Date from "5/5/1997" to "5/5/1995".
10/4/2007 9:44 AM	Walker, Michael	Changed Birth Date from "5/5/1955" to "5/5/1997".
10/4/2007 9:44 AM	Walker, Michael	Accessed Client Profile Screen

Non-Episode Contact

Path: Client List → Client Profile → Non-Episode Contact

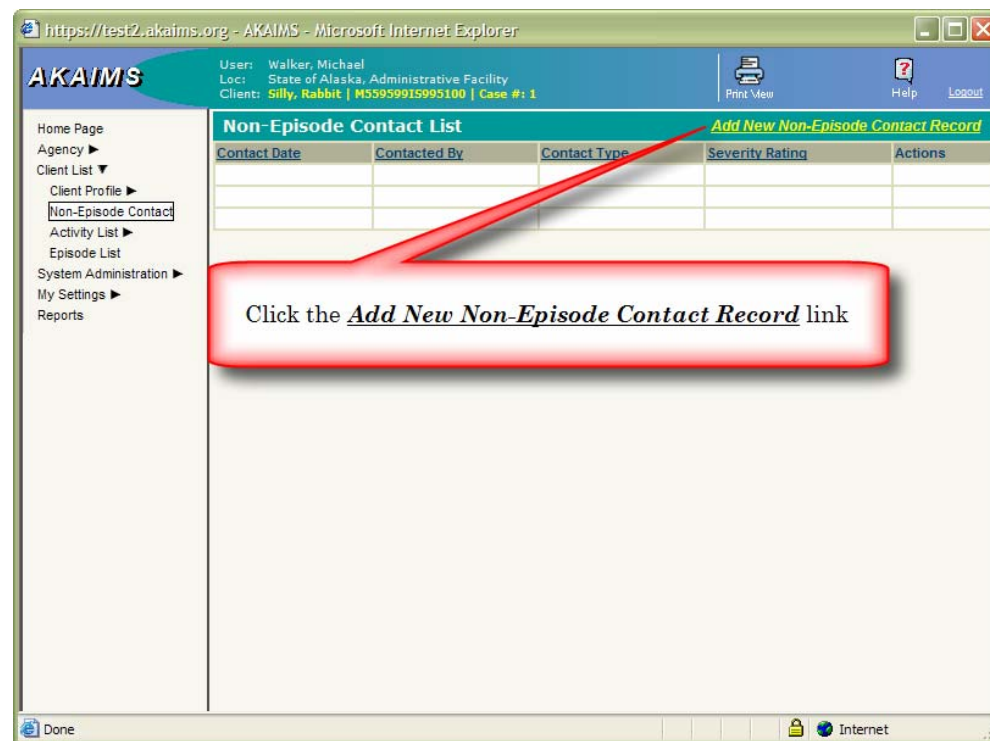
Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.

Introduction

A **Non-Episode Contact** allows you to document the details about contacts with the client when the client is *not actively enrolled in treatment*. Use the tab key to move from field to field. Using this screen generates data for the quarterly state reports.

1. To document a **Non-Episode Contact**, choose this option from the sub-menu then click the **Add New Non-Episode Contact Record** link.



2. **Contact Date:** This field is auto populated with today's date.
3. **Time (hh:mm):** Enter the time for the contact this note will represent. You must enter the time in the format that is asked for on the screen, any deviation from this format will be rejected and you will not be able to save or finish.
4. **Contacted By:** This Drop-Down List (DDL) is populated with the names of the staff associated with the agency that is logged into.
5. **Referral:** Select an appropriate entry from the DDLB; Formal, Informal, or None.
6. **Referring Agency:** Enter the referring agency if any.
7. **Referred By – First Name:** Enter the first name of the person who made the referral if any.
8. **Referred By – Last Name:** Enter the last name of the person making the referral if any.
9. **Referred By – Phone:** Enter the phone number of the person making the referral if any.
10. **Problem Description:** Enter information that would best describe the problem(s) the client is experiencing.
11. **Comments:** Enter appropriate information.

The screenshot shows the AKAIMS web application interface. The browser address bar displays "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The user is logged in as "Walker, Michael" from the "State of Alaska, Administrative Facility" for client "Silly, Rabbit" with case number "M55959915995100" and case number "1".

The main form is titled "Non-Episode Contact Note for Silly, Rabbit". It contains the following fields and sections:

- Contact Date:** 10/4/2007
- Time (hh:mm):** (empty)
- Contact Reason:** (empty)
- Contacted By:** Walker, Michael
- Referral:** (empty)
- Referring Agency:** (empty)
- Referred By - First Name:** (empty)
- Referred By - Last Name:** (empty)
- Referred By - Phone:** (empty)
- Problem Description:** (empty)
- Comments:** (empty)
- Follow-Up:**
 - Follow-Up Steps:** Alcohol treatment, API, Clinic, Drug treatment
 - Follow-Up Steps Selected:** (empty)

At the bottom of the form, there are three buttons: "Cancel", "Save", and "Finish".

12. **Contact Reason:** Select an appropriate entry from the DDLB; Crisis, Other, Seeking Admission, Seeking Info, Education of referral.
13. **If Other, Specify:** If **Other** is selected in the **Contact Reason** field this field will become active, otherwise it is grayed out. If editable enter appropriate text for this field.
14. **Location:** Select an appropriate entry from the DDLB.
15. **Contact Type:** Select an appropriate entry from the DDLB.
16. **Duration (hrs):** Enter the number of hours for the contact, this field will not accept fractions of hours; whole numbers only.
17. **Severity Rating:** Select an appropriate entry from the DDLB.
18. **Created Date:** this field auto populates with the current date and time.
19. **Follow-Up Steps:** Select an appropriate entry from the list box and move the item(s) to the **Follow-Up Steps Selected** box by clicking the mover button pointing to the right.

The screenshot displays the AKAIMS web application interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test2.akaims.org>. The page header includes the AKAIMS logo and user information: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M55959015995100 | Case #: 1. Navigation links for Print Menu, Help, and Logout are present.

The main content area is titled "Non-Episode Contact Note for Silly, Rabbit". It contains the following fields and options:

- Contact Date:** 10/4/2007
- Time (hh:mm):** (empty)
- Contact Reason:** Other (selected from a dropdown)
- If Other, Specify:** (empty text field)
- Contacted By:** Walker, Michael (selected from a dropdown)
- Referral:** (empty dropdown)
- Referring Agency:** (empty text field)
- Location:** Assisted Living Home (selected from a dropdown)
- Contact Type:** Drop-In (selected from a dropdown)
- Referred By - First Name:** (empty text field)
- Referred By - Last Name:** (empty text field)
- Referred By - Phone:** (empty text field)
- Duration (hrs):** 2 (entered in a text field)
- Severity Rating:** (empty dropdown)
- Created Date:** 10/4/2007 12:00 AM (auto-populated)
- Problem Description:** test (entered in a text area)
- Comments:** (empty text area)

Below the main form is a "Follow-Up" section with two boxes:

- Follow-Up Steps:** A list box containing "Alcohol treatment", "Clinic", "Drug treatment", and "FMH".
- Follow-Up Steps Selected:** A list box containing "API".

At the bottom right of the Follow-Up section are three buttons: "Cancel", "Save", and "Finish".

20. **Follow-Up Steps Selected:** This box will list those items that were selected from the **Follow-Up Steps** box. To remove items; select them and click the mover arrow pointing left.
21. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Brings you back to the **Non-Episode List** screen.
 - o **Save:** Refreshes the **Non-Episode Contact Notes** screen.
 - o **Finish:** Saves the **Non-Episode Contact Notes** screen contents. You are then returned to the **Non-Episode List** screen, the list contents are updated with the information provided.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M55959015995100 | Case #: 1

Print Menu Help Logout

Non-Episode Contact Note for Silly, Rabbit

Contact Date: 10/4/2007 Time (hh:mm): Contact Reason: Other

Contacted By: Walker, Michael If Other, Specify:

Referral: Referring Agency: Location: Assisted Living Home

Contact Type: Drop-In

Referred By - First Name: Duration (hrs): 2

Referred By - Last Name: Severity Rating:

Referred By - Phone: Created Date: 10/4/2007 12:00 AM

Problem Description: test

Comments:

Follow-Up

Follow-Up Steps: Alcohol treatment, Clinic, Drug treatment, FMH

Follow-Up Steps Selected: API

Cancel Save Finish

Client Intake

Path: Client List → Select or Create Client → Activity List → Episode List

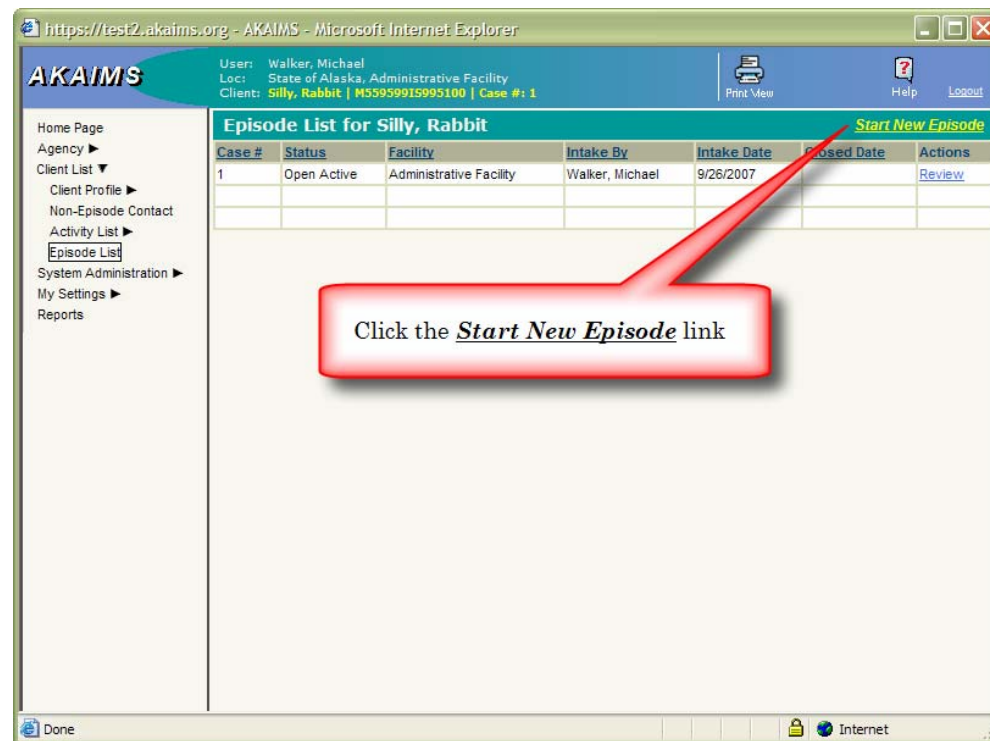
Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.

Introduction

There are several fields that are required to meet reporting requirements. A new client will not have had a previous **Intake** completed, while a previously served client may have one. **Intake** is the beginning of a new treatment episode. Using the AKAIMS **Client ID**, all records associated with this course of treatment are logged to produce a history of care.

1. Select **Episode List** from the navigation menu on the left of the screen. This will take you to the **Episode List** screen for the new client.
2. Click the **Start New Episode** link.



3. When your screen refreshes you will be taken to the **Intake** screen. Some fields will be pre-populated: **Intake Facility**, **Intake Staff**, **Case Status**, and **Intake Date**. These fields can be changed to suit the user's needs. Check the information in the top portion of the screen, and edit if appropriate. Select or enter appropriate information. **Initial Contact** will usually be by **Appointment** unless a client has an extended **Phone** conversation with a counselor.
4. **Intake Facility:** The **Intake Facility** field is pre-populated based on the facility that you were logged into when you added the new client profile. The drop-down list box will include only those facilities that have been set up for your agency.
5. **Intake Staff:** Pre-populated and defaults to the name of the **Agency Staff** currently logged into the system. The drop-down list box will include only those staff who have been set up in your agency.
6. **Case Status:** Defaults to open active when starting a new episode.
7. **Initial Contact:** Select the appropriate entry from the drop-down list.
8. **Village:** Select the appropriate entry from the drop-down list. **Village** refers to where the client

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer. The browser window has a title bar with standard Windows controls (minimize, maximize, close).

The AKAIMS application header includes the following information:

- User: Walker, Michael
- Loc: State of Alaska, Administrative Facility
- Client: Silly, Rabbit | MS5959915995100 | Case #: 1

Navigation links in the top right include: Print Report, Print View, Help, and Logout.

The main content area is titled "Intake Case Information" and contains the following fields and sections:

- Intake Facility:** Administrative Facility (dropdown)
- Intake Staff:** Walker, Michael (dropdown)
- Initial Contact:** Drop-In (dropdown)
- Village:** Akhiok (dropdown)
- Source of Referral:** API (dropdown)
- Referral Contact:** (dropdown)
- Case #:** 1
- Case Status:** Open Active (dropdown)
- Initial Contact Date:** (text field)
- Intake Date:** 9/26/2007
- Pregnant No:** (text field)
- Due Date:** (text field)
- Prenatal Treatment:** (dropdown)
- Injection Drug User:** No Resp (dropdown)
- Presenting Problems:**
 - Primary: (dropdown)
 - Secondary: (dropdown)
 - Tertiary: (dropdown)
- Presenting Problem (In Client's Own Words):** test (text area)
- Special Initiative:**
 - Acquired Brain Disorders
 - Adult with Organic Disorder w/o SED
 - Adult with Severe and Persistent Mental Illness
 - Adult with Severe Emotional Disturbance
- Special Initiative Selected:** (text area)
- Inter-Agency Service:**
 - Child Protective Services (OCS)
 - Court/Legal Interface
 - Division of Developmental Disabilities
 - Division of Juvenile Justice
- Inter-Agency Service Selected:** (text area)
- Date Closed:** (text field)
- Buttons:** Cancel, Save, Finish, Next

The left sidebar contains a navigation menu with the following items:

- Home Page
- Agency >
- Client List >
- Client Profile >
- Non-Episode Contact
- Activity List >
- Intake
- Wait List
- Tx Team
- AK Screening Tool >
- Assessments >
- Admission >
- Notes >
- Treatment >
- Outcomes >
- Discharge >
- Consent
- Referrals
- Episode List
- System Administration >
- My Settings >
- Reports

The browser status bar at the bottom shows "Done" and "Internet".

lives.

9. **Intake Date:** Defaults to today's date. This field is editable; you have the ability to change the dates to the date when the actual intake occurred.
10. **Source of Referral:** Select the appropriate entry from the drop-down list.
11. **Pregnant:** Only required if **Female** was selected in the **Gender** field on the **Client Profile** screen.
12. **Due Date:** Only required if the **Pregnant** field selection is **Yes** in the **Client Intake** screen.
13. **Injection Drug User:** Select the appropriate choice from the drop-down list, **Yes**, **No**, or **No Response**. Choose yes if the client has injected drugs in the past six (6) months
14. **Presenting Problems Primary:** Select the appropriate choice from the drop-down list.
15. **Presenting Problems Secondary:** Select the appropriate choice from the drop-down list.
16. **Presenting Problems Tertiary:** Select the appropriate choice from the drop-down list.
17. **Presenting Problem (In Client's Own Words):** Complete the free form text box.

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar displays "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The page header includes the AKAIMS logo and user information: "User: Walker, Michael", "Loc: State of Alaska, Administrative Facility", and "Client: Silly, Rabbit | M35959015995100 | Case #: 1". Navigation links for "Print Report", "Print View", "Help", and "Logout" are present.

The main content area is titled "Intake Case Information". It contains several sections:

- Intake Facility:** Administrative Facility
- Intake Staff:** Walker, Michael
- Initial Contact:** Drop-in
- Village:** Akhiok
- Source of Referral:** API
- Referral Contact:** (with a link "Add Referral Contact Info")
- Case #:** 1
- Case Status:** Open Active
- Initial Contact Date:** (empty)
- Intake Date:** 9/26/2007
- Pregnant:** No
- Due Date:** (empty)
- Prenatal Treatment:** (empty)
- Injection Drug User:** No Resp

Below these fields are sections for "Presenting Problems" (Primary, Secondary, Tertiary), "Special Initiative" (with a list of options like "Acquired Brain Disorders", "Adult with Organic Disorder w/o SED", etc.), and "Inter-Agency Service" (with a list of options like "Child Protective Services (OCS)", "Court/Legal Interface", etc.).

At the bottom of the form, there is a "Date Closed" field, a "Save & Close the Case" button, and a row of buttons: "Cancel", "Save", "Finish", and "Next".

18. **Special Initiative:** Select the **Special Initiative(s)** if any apply, from the left-hand list, and then click the mover button pointing right. Multiple selections can be made at the same time by holding down the control key and selecting these items.
19. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will take you back to the **Episode List** screen if the client had not been previously admitted. If the client had been previously admitted, you will be taken back to the **Client Activity List** screen.
 - o **Save:** Saves the **Intake Case Information** screen contents.
 - o **Finish:** Saves the **Intake Case Information** screen and you will be taken back to the **Client Activity List** screen. When you click **Finish**, you have opened a case for the client.
 - o **Next:** Saves the screen contents and takes you to the **AK Status Review List** screen.

Client Status Review

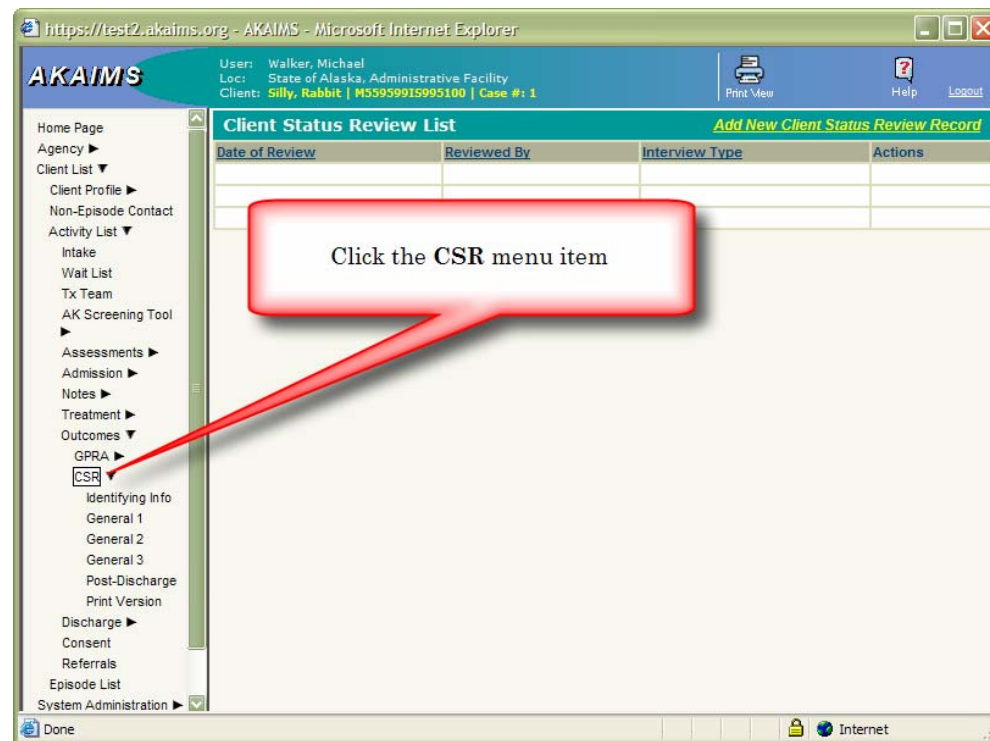
Path: Client List → Select or Create Client → Activity List → Outcomes → CSR

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake.

Introduction

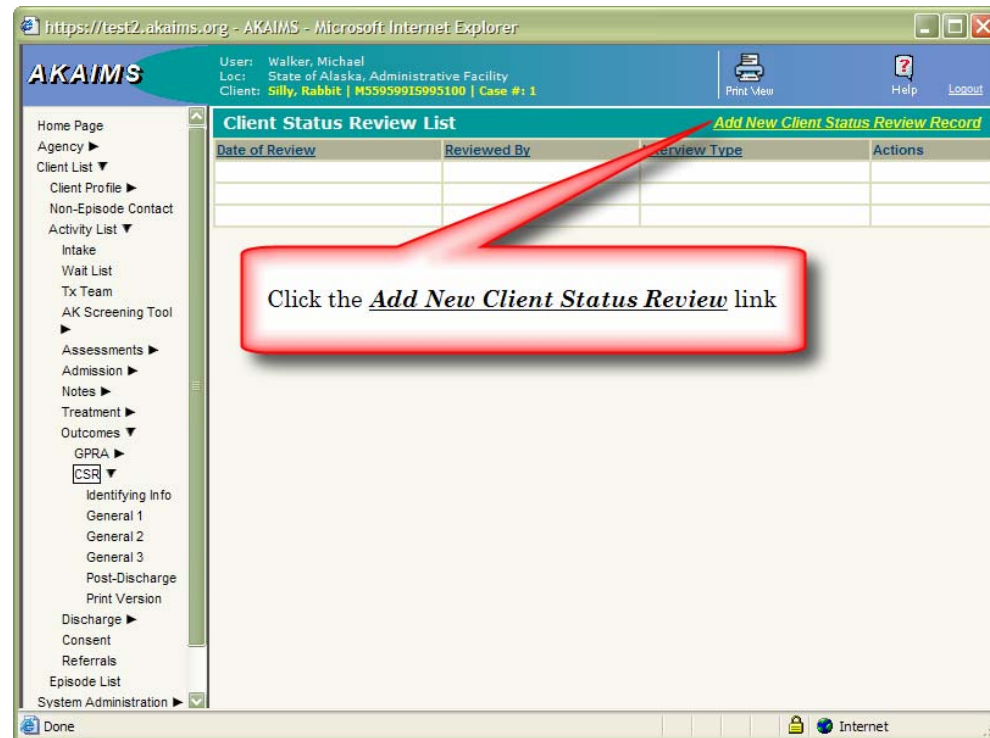
The **CSR** measures the level of client function in several different life domain areas. Questions 9 and 11 both deal with the client's financial domain. One is for youth and the other is for adults. One or the other will be displayed as a dark yellow, required field depending on the age of the client. As the responses are recorded you will see the generation of a score. Some questions intentionally have no score, e.g. #16 asking if the client has children under 18. The client will lose 10 points if custody of the children has been lost. The client will regain those points if they have regained custody and stayed in compliance with custody requirements.



1. From the **Activity List**, select **Outcomes**, and then select **AK Status Review**, which will take you to the **AK Status Review List** screen. If you have completed any reviews previously you will see them listed here.
2. Click the **Add New AK Status Review Record** link to create a new review. You will be placed in the **Identifying Info** screen, the first of four related screens.

Note: If you accidentally select the wrong client, do NOT click the close button at the top right corner. The close button (red X) will close your browser and lock you out of the session. Use the menu at the far left to return to **Client List**.

Note: As a Condition the Grant Award, all agencies receiving grants from the Division of Behavioral Health are required to complete a Client Status Review (CSR) on every client at intake, every 3 months for children, 6 months for adults, and at discharge.



3. **Type of Review:** Select the appropriate choice from the drop-down list.
4. **Method of Administering:** Select the appropriate choice from the drop-down list.
5. **Administered By:** This field defaults to display the name of the staff currently using AKAIMS. If necessary, a different name can be selected from the drop-down list.
6. **Date Administered:** The default setting for this field is today's date.
7. Continue to enter the responses on the subsequent screens until you have entered all the required fields.

Note: You can click the [PDF Version](#) link to download a paper copy of the form.

Identifying Info for Silly, Rabbit

Name: Silly, Rabbit DOB: 5/5/1992
 Address: . . . Phone: . . .
 Parent(s)/Guardian(s): . . .
 Type of Review: [Dropdown] Administered By: Walker, Michael
 Method of Administering: [Dropdown] Date Administered: 10/4/2007
 Date Mailed: [Text] Date of Return Receipt: [Text]
 Date of Last Review: [Text] Date of Discharge: [Text]

[PDF Version](#)

Finish Next

CLIENT STATUS REVIEW/FOLLOW UP FORM

29351

CORRECT MARK: [Bubble] INCORRECT MARK: [Bubble] USE UPPER CASE LETTERS: [Bubble] USE BLUE OR BLACK INK PEN: [Bubble]

CONSUMER CASE NUMBER: [Text] DATE ADMINISTERED: [Text] FACILITY CODE: [Text]

CONSUMER'S AGE: [Text] CURRENT GAF: [Text] TYPE OF REVIEW: [Text]

Intake: [Bubble] 3-month child: [Bubble] Discharged 6 months: [Bubble] DATE OF DISCHARGE (if applicable): [Text]
 Discharge: [Bubble] 6-month adult: [Bubble] Discharged 12 months: [Bubble]

Please fill in the bubble completely next to the answer that most closely fits your situation.

1. In the last six months, (adults) three months (children) how often have mental or emotional problems kept you from doing normal daily activities?
☐ Almost all the time (usually every day) ☐ Most of the time (2-5 days a week) ☐ Sometimes (5-10 days a month)
☐ Rarely (1-4 days a month) ☐ Almost never (less than 1 day a month)

2. How often do you do activities such as hunting, fishing, berry picking, work, school, sports, church, social or treatment activities, or any other activities?
☐ None ☐ Between 10 & 20 Hrs. a week ☐ Between 20 & 30 Hrs. a week ☐ Between 30 & 40 Hrs. a week ☐ More than 40 hours a week

3. In the last six months, (adults) three months (children) how often have physical health problems kept you from doing normal daily activities?
☐ Almost all the time (usually every day) ☐ Most of the time (2-5 days a week) ☐ Sometimes (5-10 days a month)
☐ Rarely (1-4 days a month) ☐ Almost never (less than 1 day a month)

4. During the past six months, (adults) three months (children) how many times have you used emergency medical services such as the hospital, emergency room, the emergency medical technicians or health aides for physical, substance abuse or mental health problems?
☐ Six or more times ☐ Four or five times ☐ Two or three times ☐ Only once ☐ Never

5. Which of the following statements is true about your thoughts regarding suicide or hurting yourself?
☐ I have attempted or have a plan. ☐ I think about it most of the time. ☐ I sometimes think about it. ☐ I rarely think about it. ☐ I never think about it.

6. In the last month, how often have you used alcohol?
☐ Usually every day ☐ 2-5 days a week ☐ 5-10 times a month ☐ 1-2 times a month
☐ I don't use or Clean and Sober for [Text] (length of time)

7. In the last month, how often have you used illegal drugs (or medications not as prescribed/directed)?
☐ Usually every day ☐ 2-5 days a week ☐ 5-10 times a month ☐ 1-2 times a month

8. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the **Client Activity List** screen.
 - o **Save:** Saves the **AK Status Review** screen contents.
 - o **Finish:** Will save the **AK Status Review** screen and you will be taken back to the **Client Activity List** screen.
 - o **Previous:** Returns you to the **General Questions** screens.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959915995100 | Case #: 1

Print Report Print View Help Logout

AKAIMS

Status Review/Follow-up for Silly, Rabbit

General Questions 3

Score 0

15. During the past month, how would you rate your sense of connectedness, spirituality, relationship with a higher power, or meaningfulness of life?

16. Do you have any children under the age of 18?

17. During the last six months, have you lost custody of any of your children due to Office of Children's Services (OCS, previously referred to as DFYS) action or intervention?

18. If you have previously lost custody of any of your children as a result of OCS (previously referred to as DFYS) action or intervention, have you regained custody in the last six months?

19. If you have previously lost custody of any of your children as a result of OCS (previously referred to as DFYS) action or intervention, are you now in compliance with your OCS (previously referred to as DFYS) Plan?

Total Score: 22

Question Hints Comments

Alaska Screening Tool (AST)

Alaska co-occurring screener

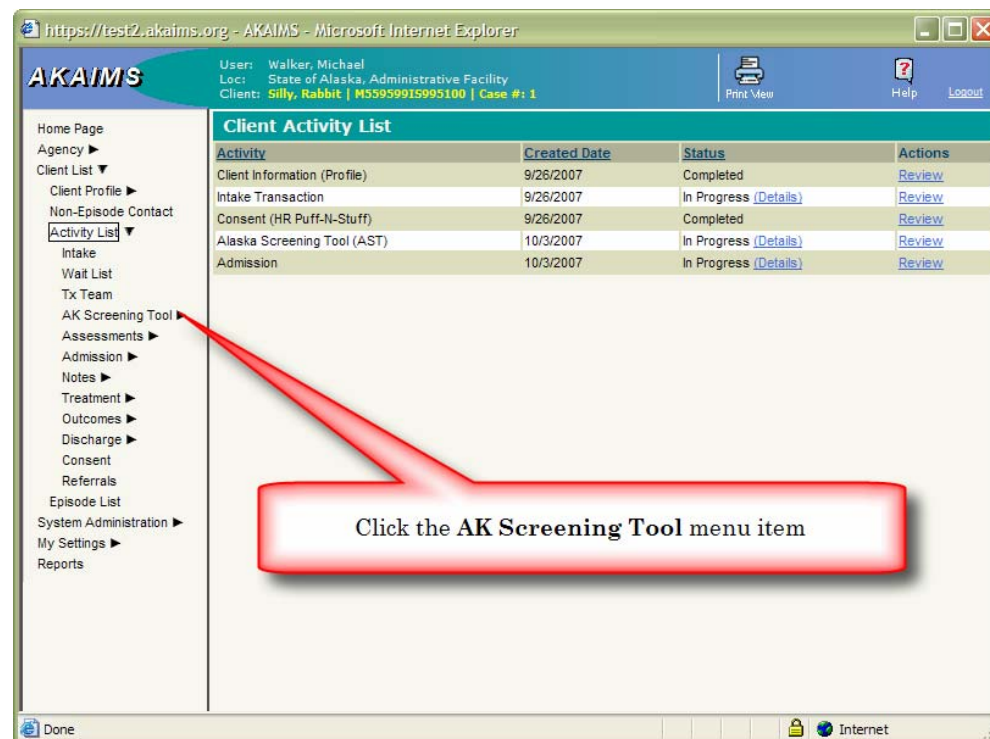
Path: Client List → Select or Create Client → Activity List → AK Screening Tool

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

You have completed the client's **Profile** and **Intake** screens (and perhaps the **Client Status Review**—located under Outcomes on the menu). Go to **Activity List** and select **Screening** from the menu.



Note: Instructions on how to complete the Screening Tool can be downloaded as a PDF file by clicking on the Instructions menu item under Screening.

Note: A paper version of the screening tool can be downloaded as a PDF by clicking on the Paper Version menu item under Screening.

Revised 6/4/04

Scoring Information for the Alaska Screening Tools

SECTION I—Substance Abuse Screen Scoring Instructions

If a consumer responds negatively to all questions during the interview that is consistent with a potential dual-diagnosis consumer.

If a consumer responds positively (Yes) to any question, they should be asked for clarifying information and if the information is validated, this will trigger a referral for a full substance abuse/dependence evaluation.

If a consumer responds positively to any two questions, they should be asked for clarifying information and if the information is validated, this will trigger a referral for a full substance abuse/dependence evaluation. If a consumer responds positively to both questions 14 and 15, they should be referred for a full substance abuse/dependence evaluation.

Screeners are urged to err on the side of referral to ensure the likelihood of a positive screening result leading to treatment.

SECTION II—Mental Health Screen Scoring Instructions

If a consumer responds negatively to all questions during the interview that is consistent with a potential dual-diagnosis consumer.

If a consumer responds positively (Yes) to any question, they should be asked for clarifying information and if the information is validated, this will trigger a referral for a full mental health evaluation.

Revised 6/4/04

Alaska Screening Tool

For Dual-Diagnosis and Traumatic Brain Injury

Please circle your answer to the following questions based on your activities over the past 12 months.

1. Have you gotten into trouble at home, at school or in the community, because of your drinking, using drugs or inhalants? Yes No
2. Have you missed school or work because of using alcohol, drugs or inhalants? Yes No
3. In the past year have you ever had 6 or more drinks at any one time? Yes No
4. Have you done harmful or risky things when you were high? Yes No
5. Do you think you might have a problem with your drinking, drug or inhalant use? Yes No
-
6. When using alcohol, drugs or inhalants have you done things without thinking, and wished you had not done them later? Yes No
7. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs or

Substance Abuse Screening

1. **Identify the Screener:** You will be placed in the **Substance Abuse** screen. Your name will appear at the top. If another staff member has administered the screening on paper and you are entering in the data, select the name of the administrator in the **Administered By** field. If necessary, change the date to the day it was administered.

2. **Yes / No / No Response**
Questions: Ask the questions of the client, and record their **Yes, No, or No Response** answers. When you have recorded their responses, click the **Next** button.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

Substance Abuse Screening

Administered By: Walker, Michael Date Administered: 10/3/2007

Please answer the following questions based on your activities over the past 12 months:

1. Have you gotten into trouble at home, at school, at work, or in the community because of using alcohol, drugs, or inhalants? Yes
2. Have you missed school or work because of using alcohol, drugs, or inhalants? Yes
3. In the past year have you ever had 6 or more drinks at any one time? Yes
4. Have you done harmful or risky things when you were high? Yes
5. Do you think you might have a problem with your drinking, drug, or inhalant use? Yes
6. When using alcohol, drugs, or inhalants have you done things with your drinking, and later wished you had not? No
7. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? No Resp
8. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? No Resp
9. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? No Resp
10. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? No
11. Does it make you mad if someone tells you that you drink, use drugs, or use inhalants too much? No Resp
12. Do you feel guilty about your alcohol, drug, or inhalant use? No Resp
13. Do you or other people worry about the amount of money or time you spend at Bingo, pull-tabs, or other gambling activities? No
14. Has your mother ever consumed alcohol? No Resp
15. If yes, did she drink during her pregnancy with you? No Response

Cancel Save Finish Next

Select Yes, No, or No Response

3. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the client's **Client Activity List** screen.
 - o **Save:** Saves the **Substance Abuse Screening** screen contents.
 - o **Finish:** Will save the **Substance Abuse Screening** screen contents and you will be taken back to the **Client Activity List** screen.
 - o **Next:** Saves the screen contents and takes you to the **Mental Health Screening for...** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | MS5959915995100 | Case #: 1

Print Report Print View Help Logout

Substance Abuse Screening

Administered By: Walker, Michael Date Administered: 10/3/2007

Please answer the following questions based on your activities over the past 12 months:

1. Have you gotten into trouble at home, at school, at work, or in the community because of using alcohol, drugs, or inhalants? Yes
2. Have you missed school or work because of using alcohol, drugs, or inhalants? Yes
3. In the past year have you ever had 6 or more drinks at any one time? Yes
4. Have you done harmful or risky things when you were high? Yes
5. Do you think you might have a problem with your drinking, drug, or inhalant use? Yes
6. When using alcohol, drugs, or inhalants have you done things with your drinking, and later wished you had not? No
7. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? Yes
8. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? No
9. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? No Resp
10. Do you miss family activities, after school activities, community events, traditional ceremonies, potlatches, or feasts because of using alcohol, drugs, or inhalants? No Resp
11. Does it make you mad if someone tells you that you drink, use drugs, or use inhalants too much? No Resp
12. Do you feel guilty about your alcohol, drug, or inhalant use? No Resp
13. Do you or other people worry about the amount of money or time you spend at Bingo, pull-tabs, or other gambling activities? No
14. Has your mother ever consumed alcohol? No Resp
15. If yes, did she drink during her pregnancy with you? No Response

Cancel Save Finish Next

Select Yes, No, or No Response

Mental Health Screening

1. **Identify the Screener:** You will be placed in the **Mental Health** screen. Your name will appear at the top. If another staff member administered the screening on paper and you are entering in the data, select the name of the administrator in the **Administered By** field. If necessary, change the date to the day it was administered.
2. **Yes / No / No Response**
Questions: Ask the questions of the client, and record their **Yes, No, or No Response** answers. When you have recorded their responses, click **Next** to complete the remaining mental health screening questions.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

AKAIMS User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M5595991S995100 | Case #: 1

Print Report Print View Help Logout

Mental Health Screening for 'Silly, Rabbit' ClientId: M5595991S995100

Administered By: Walker, Michael Date Administered: 10/3/2007

Please answer the following questions based on your activities over the past 12 months:

1. Do you often have difficulty sitting still and paying attention at school, work, or social settings? Yes
2. Do disturbing thoughts that you can't get rid of come into your mind? Yes
3. Do you ever hear voices or see things that other people tell you they don't see or hear? Yes
4. Do you spend time thinking about hurting or killing yourself or anyone else? Yes
5. Have you ever tried to hurt yourself or commit suicide? Yes
6. Yes
7. Yes
8. Yes
9. Have you destroyed property or set a fire that caused damage? Yes
10. Do you feel trapped, lonely, confused, lost, or hopeless about your future? Yes
11. Do you feel dissatisfied with your life and relationships? Yes
12. Do you have nightmares, flashbacks, or unpleasant thoughts because of a terrible event like rape, domestic violence, incest/unwanted touching, warfare, a bad accident, fights, being or seeing someone shot or stabbed, knowing or seeing someone who has committed suicide, fire, or natural disasters like earthquake or flood? Yes
13. Do you have difficulty sleeping or eating? Yes
14. Have you physically harmed or threatened to harm an animal or person on purpose? Yes

Select Yes, No, or No Response

3. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the client's **Client Activity List** screen.
 - o **Save:** Saves the **Substance Abuse Screening** screen contents.
 - o **Finish:** Will save the **Substance Abuse Screening** screen contents and you will be taken back to the **Client Activity List** screen.
 - o **Previous:** You may use the previous button to amend or review responses in previous sections.
 - o **Next:** Saves the screen contents and takes you to the **Traumatic Brain Injury Screening for...** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

AKAIMS User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | MS5959915995100 | Case #: 1

Print Report Print View Help Logout

Home Page
Agency ▶
Client List ▼
Client Profile ▶
Non-Episode Contact
Activity List ▼
Intake
Wait List
Tx Team
AK Screening Tool ▼
Substance Abuse
Mental Health
Brain Injury
Screening Outcome
Instructions
Paper Version
Assessments ▶
Admission ▶
Notes ▶
Treatment ▶
Outcomes ▶
Discharge ▶
Consent
Referrals
Episode List
System Administration ▶
My Settings ▶
Reports

6. Do you think people are out to get you and you have to watch your step? Yes

7. Do you often find yourself in situations where your heart pounds and you feel anxious and want to get away? Yes

8. Do you sometimes have so much energy that your thoughts come quickly, you jump from one activity to another, you feel like you don't need sleep, and like you can do anything? Yes

9. Have you destroyed property or set a fire that caused damage? Yes

10. Do you feel trapped, lonely, confused, lost, or hopeless about your future? Yes

11. Do you feel dissatisfied with your life and relationships? Yes

12. Do you have nightmares, flashbacks, or unpleasant thoughts because of a terrible event like rape, domestic violence, incest/unwanted touching, warfare, a bad accident, fights, being or seeing someone shot or stabbed, knowing or seeing someone who has committed suicide, fire, or natural disasters like earthquake or flood? Yes

13. Do you have difficulty sleeping or eating? Yes

14. Have you physically harmed or threatened to harm an animal or person on purpose? Yes

15. Have you lost interest or pleasure in school, work, friends, activities, or other things that you once cared about? Yes

16. Do you feel angry and think about doing things that you know are wrong? Yes

17. Do you often get into trouble because of breaking the rules? Yes

18. Do you sometimes feel afraid, panicky, nervous, or scared? Yes

19. Do you feel sad or depressed much of the time? Yes

20. Do you spend a lot of time thinking about your weight or how much you eat? Yes

Cancel Save Finish Previous Next

Done Internet

Traumatic Brain Injury Screening

1. **Identify the Screener:** You will be placed in the **Traumatic Brain Injury** screen. Your name will appear at the top. If another staff member administered the screening on paper and you are entering in the data, select the name of the administrator for the **Administered By** field. If necessary, change the date to the day it was administered.
2. **Read-only fields:** You will notice that many fields are grayed-out upon entering this screen. That is because some questions are not relevant unless the client has answered **Yes** to having a severe blow to the head, a concussion, or treatment for a head injury. If the client answered **Yes**, the fields will become write-enabled for you to record more information related to the injury. If they answer **No**, they will remain grayed-out.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

AKAIMS User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M5595991S995100 | Case #: 1

Print Report Print View Help Logout

Traumatic Brain Injury Screening for 'Silly, Rabbit' ClientId: M5595991S995100

Administered By: Walker, Michael Date Administered: 10/3/2007

Please circle and fill-in your answer to the following questions based on events in your lifetime:

1. Have you ever had a blow to the head that was severe enough to make you lose consciousness?

If yes, when did it occur? How long were you unconscious?

2. Have you ever had a blow to the head that was severe enough to cause a concussion?

If yes, when did it occur? How long did the concussion last?

3. Did you receive treatment for the head injury?

4. If you had a blow to the head that caused unconsciousness or a concussion, has there been a permanent change in any of the following:

Physical Abilities?		Mood?	
Ability to care for yourself?		Temper?	
Speech?		Relationships with others?	
Hearing, vision, or other senses?		Ability to work, or do school work?	
Memory?		Use of alcohol or other drugs?	
Ability to concentrate?			

5. Did you receive treatment for any of the things that changed after the head injury?

Cancel Save Finish Previous Next

Done Internet

3. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will take you back to the client's **Client Activity List** screen.
 - o **Save:** Saves the **Traumatic Brain Injury Screening** screen contents.
 - o **Finish:** Will save the **Traumatic Brain Injury Screening** screen contents and you will be taken back to the **Client Activity List** screen.
 - o **Previous:** You may use the previous button to amend or review responses in previous sections.
 - o **Next:** Saves the screen contents and takes you to the **Screening Outcomes** screen.

The screenshot displays the AKAIMS web application interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test2.akaims.org>. The page title is "AKAIMS".

User Information:

- User: Walker, Michael
- Loc: State of Alaska, Administrative Facility
- Client: Silly, Rabbit | M559599IS995100 | Case #: 1

Navigation Links:

- Home Page
- Agency
- Client List
- Client Profile
- Non-Episode Contact
- Activity List
- Intake
- Wait List
- Tx Team
- AK Screening Tool
- Substance Abuse
- Mental Health
- Brain Injury**
- Screening Outcome
- Instructions
- Paper Version
- Assessments
- Admission
- Notes
- Treatment
- Outcomes
- Discharge
- Consent
- Referrals
- Episode List
- System Administration
- My Settings
- Reports

Traumatic Brain Injury Screening for 'Silly, Rabbit' ClientId: M559599IS995100

Administered By: Walker, Michael | Date Administered: 10/3/2007

Please circle and fill-in your answer to the following questions based on events in your lifetime:

- Have you ever had a blow to the head that was severe enough to make you lose consciousness?
 - If yes, when did it occur? How long were you unconscious?
- Have you ever had a blow to the head that was severe enough to cause a concussion?
 - If yes, when did it occur? How long did the concussion last?
- Did you receive treatment for the head injury?
- If you had a blow to the head that caused unconsciousness or a concussion, has there been a permanent change in any of the following:

Physical Abilities?		Mood?	
Ability to care for yourself?		Temper?	
Speech?		Relationships with others?	
Hearing, vision, or other senses?		Ability to work, or do school work?	
Memory?		Use of alcohol or other drugs?	
Ability to concentrate?			
- Did you receive treatment for any of the things that changed after the head injury?

Buttons: Cancel, Save, Finish, Previous, Next

Screening Outcomes

1. **Identify the Screener:** You will be placed in the **Screening Outcomes** screen. Your name will **appear** at the top. If another staff member administered the screening on paper and you are entering in the data, select the name of the administrator for the **Administered By** field. If necessary, change the date to the day it was administered.
2. **Problem Area Questions:** Outcomes of **Yes / No / Blank** will be automatically populated based on previous responses provided in the screeners.
3. **Follow-up Details:** You must provide Follow-up Details for all **Yes** responses. Also, if during the course of reviewing the **Alaska Screening Tool** with the client you and the client decide to change some of the responses on the screen, indicate what was changed and why in the **Follow-Up Details** text box. This is for your clinical use.

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar displays 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The page header includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M5595991S995100 | Case #: 1), and navigation links (Print Report, Print View, Help, Logout).

The main content area is titled 'Screening Outcomes for 'Silly, Rabbit' ClientId: M5595991S995100'. It features a sidebar on the left with a navigation menu containing items like Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool (with sub-items Substance Abuse, Mental Health, Brain Injury, Screening Outcome, Instructions, Paper Version), Assessments, Admission, Notes, Treatment, Outcomes, Discharge, Consent, Referrals, Episode List, System Administration, My Settings, and Reports.

The main form area contains the following fields and options:

- Administered By:** Walker, Michael (dropdown menu)
- Date Administered:** 10/3/2007 (text field)
- Problem Area Questions:**
 - Potential Substance Abuse Client? Yes (Outcome: In-house assessment, Follow-up Steps: dropdown)
 - Potential Mental Health Client? Yes (Outcome: N/A, Follow-up Steps: dropdown)
 - Does client need FASD assessment? No (Outcome: N/A)
 - Potential Dual Diagnosed (MH and SA) Client? Yes (Outcome: N/A, Follow-up Steps: dropdown)
 - Evidence of Traumatic Brain Injury? No (Outcome: N/A)
- Follow-up Details:** A large text area for notes.
- Buttons:** Cancel, Save, Finish, Previous (at the bottom right).

The status bar at the bottom shows 'Done' and 'Internet'.

4. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the client's **Client Activity List** screen.
 - o **Save:** Saves the **Screening Outcomes** screen contents.
 - o **Finish:** Will save the **Screening Outcomes** screen contents and you will be taken back to the **Client Activity List** screen.
 - o **Previous:** You may use the previous button to amend or review responses in previous sections.

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar displays 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The page header includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M559599IS995100 | Case #: 1), and navigation links (Print Report, Print View, Help, Logout).

The main content area is titled 'Screening Outcomes for 'Silly, Rabbit' ClientId: M559599IS995100'. It shows the 'Administered By' as 'Walker, Michael' and the 'Date Administered' as '10/3/2007'.

The 'Problem Area' section contains the following questions and answers:

Problem Area	Outcome	Follow-up Steps
Potential Substance Abuse Client?	Yes	In-house assessment
Potential Mental Health Client?	Yes	N/A
Does client need FASD assessment?	No	N/A
Potential Dual Diagnosed (MH and SA) Client?	Yes	N/A
Evidence of Traumatic Brain Injury?	No	N/A

The 'Follow-up Details' section contains a text area for additional information.

At the bottom right of the form are four buttons: Cancel, Save, Finish, and Previous.

The left sidebar contains a navigation menu with the following items: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Substance Abuse, Mental Health, Brain Injury, Screening Outcome (highlighted), Instructions, Paper Version, Assessments, Admission, Notes, Treatment, Outcomes, Discharge, Consent, Referrals, Episode List, System Administration, My Settings, and Reports.

Client Admission

Path: Client List → Select or Create Client → Activity List → Admission

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

One of the objectives in the admission process is to document the entry conditions for the client. The first three questions refer to whether the client is determined to have a substance abuse (SA), mental health (MH) or traumatic brain injury (TBI) problem. The adjacent question documents the **Basis for this Determination**. These items are pre-populated from the completed **Screening** module. You can override the Basis for Decision if in your Assessment you found evidence contrary to that found in the Screener.

Read-Only Fields: At the top of the screen in the tan box you will see the Client Name, Referral Source, Gender, DOB, County of Residence, Race, Ethnicity and Age. Most of this data was entered via the Client Profile. To edit inaccuracies, return to Client Profile.

The screenshot shows the AKAIMS Admission Profile form in a web browser window. The browser address bar shows 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The user is logged in as 'Walker, Michael' at the 'State of Alaska, Administrative Facility' for client 'Silly, Rabbit' with ID 'M35959915995100' and Case # '1'. The form is titled 'Admission Profile' and contains the following fields:

- Client Information (Read-Only):** Full Name: Silly, Rabbit; Referral Source: API; Gender: Male; DOB: 5/5/1992; County of Res.: Akhiok; Race: American Indian; Ethnicity: Chicano/ Other Hispanic; Age: 15.
- Basis for Decision:**
 - Potential Client for SA: Yes (Based on Screening)
 - Potential Client for MH: Yes (Based on Screening)
 - Potential Client for TBI: No (Based on Screening)
- Client Type:** Change in service
- Admission Staff:** Walker, Michael
- Screening/Admission for Concerned Person:** No
- Admission Date:** 10/3/2007
- History:**
 - # of Prior SA TX Admissions: 0
 - # of Non-TX SA Related Hospitalizations in Past 6 Months: 0
 - # of Prior MH TX Admissions: 0
 - # of Prior MH Hospitalizations: 0
 - # of Months Since Last Discharge:
- Treatment:**
 - Treating Here For: MH/SA
 - Est. Duration of TX (days): MH, MH/SA, SA
 - Client Reported Health Status: Unknown
 - Mental Health Problem:
 - Pharmacotherapy Planned: Yes
 - Functional Assessment Done:
 - On Psychotropics: Yes

Buttons at the bottom: Cancel, Save, Finish, Next.

1. Select **Admission** in the **Activity List** sub-menu. You will be placed in the **Admission Profile**, the first of 9 admission screens.
2. **Treated Here For:** This field specifies what problem area will be addressed at the current facility, again, based on your **Assessment**. Your selection in this field will determine what information you need to complete in the rest of the **Admission** module. If **SA** or **MH/SA** is selected, then the **ASAM Level of Care** will be required at **Admission** and **Discharge**.
3. **Admission Type:** Select the appropriate entry from the drop-down list. This field is used in reporting to indicate the number of referrals versus new admissions or re-admissions. Be certain to check for previous episodes and alternate names before determining if this client is being re-admitted or not to this facility.
4. **Admissions Staff:** The **Admission Staff** field is pre-populated based on the user's name that entered the client record. In some circumstances, the admission record may be entered into AKAIMS by someone other than the admitting counselor. This field may be changed by selecting another staff member from the drop-down list.

Note: If you accidentally select the wrong client, do **NOT** click the close button at the top right corner. The close button (red X) will close your browser and lock you out of the session. Use the menu at the far left to return to **Client List**.

Note: If **SA** or **MH/SA** is selected, then the **ASAM Level of Care** will be required at **Admission** and **Discharge**.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | MS5059915995100 | Case #: 1

Print Report Print View Help Logout

AKAIMS

Home Page
Agency
Client List
Client Profile
Non-Episode Contact
Activity List
Intake
Wait List
Tx Team
AK Screening Tool
Assessments
Admission
Profile
Financial/Household
Youth
Substance Abuse
Legal
Assmt Scores
ASAM
Diagnosis
Program Enroll
Treatment Team
Notes
Treatment
Outcomes
Discharge
Consent

Admission Profile

Full Name: Silly, Rabbit
Referral Source: API
Gender: Male
DOB: 5/5/1992
County of Res. Akhiok
Race: American Indian
Ethnicity: Chicano/ Other Hispanic
Age: 15

Basis for Decision
Potential Client for SA: Yes Based on Screening
Potential Client for MH: Yes Based on Screening
Potential Client for TBI: No Based on Screening

Treating Here For: MH/SA
Est. Duration of TX (days): MH
MH/SA
SA

Client Type
Admission Type: Change in service
Admission Staff: Walker, Michael
Admission Date: 10/3/2007
Screening/Admission for Concerned Person: No

of Prior SA TX Admissions: 0
of Non-TX SA Related Hospitalizations in Past 6 Months: 0
of Prior MH TX Admissions: 0
of Prior MH Hospitalizations: 0
of Months Since Last Discharge: 0

Client Reported Health Status: Unknown
Mental Health Problem:
Pharmacotherapy Planned: Yes
Functional Assessment Done:
On Psychotropics: Yes

Cancel Save Finish Next

Done Internet

5. **Admission Date:** The **Admission Date** field is pre-populated based on the current date. In some circumstances, the admission record may be entered into AKAIMS on a different day. This default value may be overridden so that the correct date may be recorded.
6. **Screening/Admission for Concerned Person:** Choose **Yes** or **No** from the drop-down list. This field is where you record whether the client is the person with a substance use problem, or whether the client is the significant other, parent, child or other close type of relationship to the person with the substance use problem. This is a federally required field that collects information about what they refer to as "Codependent/Collateral".
7. **Number of prior SA TX Admissions:** enter a number in this field.
8. **Number of non-TX SA Related Hospitalizations in the Past six Months:** entering number in this field.
9. **Number of Prior MH TX Admissions:** enter a number in this field.
10. **Number of prior MH Hospitalizations:** enter a number in this field.

Note: The questions at the bottom of the screen are used to collect the number of times the client has been treated in various settings. An episode is defined as having an admission and a discharge, and is therefore for closed cases only. When you enter the # of Prior admissions, this is the number of prior admissions at your agency.

Note: All required fields are highlighted in yellow color. The status of the module in the **Activity List** will remain **In Progress** until all required fields are filled. You cannot enter services until the **Intake** and **Admission** Modules are completed.

The screenshot shows the AKAIMS Admission Profile form in a web browser. The form is titled "Admission Profile" and contains the following fields and sections:

- Header:** User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | MS5059915995100 | Case #: 1. Buttons: Print Report, Print View, Help, Logout.
- Left Navigation Menu:** Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal, Assmt Scores, ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, Consent.
- Form Fields:**
 - Full Name:** Silly, Rabbit
 - Referral Source:** API
 - Gender:** Male
 - DOB:** 5/5/1992
 - County of Res.:** Akhiok
 - Race:** American Indian
 - Ethnicity:** Chicano/ Other Hispanic
 - Age:** 15
 - Basis for Decision:** Potential Client for SA: Yes (Based on Screening); Potential Client for MH: Yes (Based on Screening); Potential Client for TBI: No (Based on Screening).
 - Treating Here For:** MH/SA
 - Est. Duration of TX (days):** MH, MH/SA, SA
 - Client Type:** [Dropdown]
 - Admission Type:** Change in service
 - Admission Staff:** Walker, Michael
 - Admission Date:** 10/3/2007
 - Screening/Admission for Concerned Person:** No
 - # of Prior SA TX Admissions:** 0
 - # of Non-TX SA Related Hospitalizations in Past 6 Months:** 0
 - # of Prior MH TX Admissions:** 0
 - # of Prior MH Hospitalizations:** 0
 - # of Months Since Last Discharge:** [Field]
 - Client Reported Health Status:** Unknown
 - Mental Health Problem:** [Dropdown]
 - Pharmacotherapy Planned:** Yes
 - Functional Assessment Done:** [Dropdown]
 - On Psychotropics:** Yes
- Buttons:** Cancel, Save, Finish, Next.

11. **Clients Reported Health Status:**
choose one item from the drop-down list.
12. **Pharmacotherapy Planned:**
choose yes or no from the drop-down list.
13. **On Psychotropic:** choose yester now from the drop-down list.
14. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will take you back to the client **Activity List** screen.
 - o **Save:** Saves the **Admission** screen contents.
 - o **Finish:** Saves the **Admission** screen contents and takes back to the client's **Activity List** screen, a new entry will have been made in the **Client Activity List** for **Admission**.
 - o **Next:** Saves the screen contents and takes you to the **Financial Info and Household Composition** screen.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer. The page header includes the AKAIMS logo and user information: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959015995100 | Case #: 1. Navigation links for Print Report, Print View, Help, and Logout are visible.

The main content area is titled "Admission Profile" and contains the following fields and options:

- Full Name:** Silly, Rabbit
- Referral Source:** API
- Gender:** Male
- DOB:** 5/5/1992
- County of Res.:** Akhiok
- Race:** American Indian
- Ethnicity:** Chicano/ Other Hispanic
- Age:** 15

Basis for Decision:

- Potential Client for SA: Yes (Based on Screening)
- Potential Client for MH: Yes (Based on Screening)
- Potential Client for TBI: No (Based on Screening)

Treating Here For: MH/SA

Est. Duration of TX (days): MH, MH/SA, SA

Client Type: Change in service

Admission Type: Change in service

Admission Staff: Walker, Michael

Screening/Admission for Concerned Person: No

Admission Date: 10/3/2007

Client Reported Health Status: Unknown

Mental Health Problem:

Pharmacotherapy Planned: Yes

Functional Assessment Done:

On Psychotropics: Yes

At the bottom of the form are four buttons: Cancel, Save, Finish, and Next.

Financial Info and Household Composition

Path: Client List → Activity List → Admission → Financial/Household

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

This section captures some basic federally required information about the client's financial situation. More detailed questions about their living circumstance may be captured in the assessment phase.

1. **Employment Status:** Select the appropriate entry from the drop-down list.
2. **Primary Income Source:** Select the appropriate entry from the drop-down list.
3. **Expected Payment Source:** Select the appropriate entry from the drop-down list.

The screenshot displays the AKAIMS web application interface. The browser window title is "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The user is logged in as "Walker, Michael" at the "State of Alaska, Administrative Facility" for client "Silly, Rabbit" with case number "M35959015995100 | Case #: 1". The form is titled "Client Admission for Silly, Rabbit" and is divided into two main sections: "Financial Info" and "Household Composition".

Financial Info Section:

- Employment Status: [Drop-down menu]
- Months Emp in Last 6 Months: [Text input]
- Employer: [Text input]
- Occupation: [Drop-down menu]
- Annual Household Income: [Drop-down menu]
- Primary Income Src: [Drop-down menu]
- Expected Payment Src: [Drop-down menu]
- Insurance Type: [Drop-down menu]

Other Income Sources Section:

- Other Income Sources: [List box with options: None, Alaska Native Corp Dividends, Alimony]
- Other Income Sources Selected: [Text input]

Household Composition Section:

- Household Composition: [Drop-down menu]
- Living Arrangement: [Drop-down menu]
- Marital Status: [Drop-down menu]
- # of Children in Residential Setting: [Text input]
- # of Children in Residential Setting Receiving Services: [Text input]
- Relation to Client: [List box with options: Aunt(s), Brother(s), Daughter(s)]
- Living with Client: [Text input]

The form also includes a sidebar with navigation links: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal, Assmt Scores, ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, and Consent. The bottom bar contains buttons for Cancel, Save, Finish, Previous, and Next.

4. **Insurance Type:** Select the appropriate entry from the drop-down list.
5. **Occupation:** Select the appropriate entry from the drop-down list.
6. **Annual Household Income:** Select the appropriate entry from the drop-down list.
7. The information for income from SSI/SSDI is input under the **Other Income Sources** which allows you to pick multiple options.
8. **Household Composition:** This field provides information about who if anyone lives with the client. Select the appropriate entry from the drop-down list.
9. **Marital Status:** Select the appropriate entry from the drop-down list.
10. **Living Arrangement: Living Arrangement** is about where the client lives and not with whom they live. Select the appropriate entry from the drop-down list.
11. **Number of People Living With Client:** Enter a numeric value.
12. **Number of Children in Residential Setting:** Refers to children living in a residential treatment setting with a parent who is the client. Enter a numeric value.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer. The top header bar contains the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959015995100 | Case #: 1), and navigation links (Print Report, Print View, Help, Logout). The main content area is titled 'Client Admission for Silly, Rabbit' and is divided into two primary sections: 'Financial Info' and 'Household Composition'. The 'Financial Info' section includes fields for Employment Status, Primary Income Src, Months Emp in Last 6 Months, Expected Payment Src, Employer, Insurance Type, Occupation, and Annual Household Income. The 'Household Composition' section includes fields for Household Composition, Marital Status, Living Arrangement, # of People Living With Client, # of Children in Residential Setting, # of Children in Residential Setting Receiving Services, Relation to Client, and Living with Client. The interface also features a sidebar on the left with navigation links (Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal, Assmt Scores, ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, Consent) and a bottom status bar with a 'Done' button and an Internet icon.

13. **Number of Children in the Household:** Enter a numeric value.
14. **Number of Children in a Residential Setting Receiving Services:** Refers to children living in a residential treatment setting with a parent who is the client and the child is receiving services. Enter a numeric value.
15. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will take you back to the **client Activity List** screen.
 - o **Save:** Saves the **Financial Info and Household Composition** screen contents.
 - o **Finish:** Saves the screen contents and takes you back to the **client Activity List** screen.
 - o **Previous:** Will take you back to the **Substance Abuse** screen.
 - o **Next:** Saves the screen contents and takes you to the **Youth Admission** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

AKAIMS

Home Page
Agency
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Non-Episode Contact
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AK Screening Tool
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Financial/Household
Youth
Substance Abuse
Legal
Assmt Scores
ASAM
Diagnosis
Program Enroll
Treatment Team
Notes
Treatment
Outcomes
Discharge
Consent

Client Admission for Silly, Rabbit

Financial Info

Employment Status Primary Income Src
Months Emp in Last 6 Months Expected Payment Src
Employer Insurance Type
Occupation
Annual Household Income

Other Income Sources Other Income Sources Selected
None
Alaska Native Corp Dividends
Alimony

Household Composition

Household Composition Marital Status
Living Arrangement
of Children in Residential Setting
of Children in Residential Setting Receiving Services
of People Living With Client
of Children in Household
Relation to Client Living with Client
Aunt(s)
Brother(s)
Daughter(s)

Cancel Save Finish Previous Next

Done Internet

Youth Admission

Path: Client List → Activity List → Admission → Youth

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

This section is only required if the client is under 18 years old.

1. **Client is a Student:** Choose **Yes** or **No** from the Drop Down List (DDL).
2. **Client is a Gang Member:** Choose **Yes** or **No** from the DDLB.
3. **Guardian Name:** Select the appropriate entry from the drop-down list.
4. **Guardian Type:** Select the appropriate entry from the drop-down list.
5. **School Name:** Enter appropriate text.

Note: Use the Add School Contact hyperlink to add the details of the School Contact in the Client Profile.

The screenshot shows the AKAIMS web application interface. The browser address bar displays "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The user information at the top right indicates "User: Walker, Michael", "Loc: State of Alaska, Administrative Facility", and "Client: Silly, Rabbit | M55059915995100 | Case #: 1". The main content area is titled "Client Admission for Silly, Rabbit" and "Youth Admission". The form includes several dropdown menus and input fields for client information, guardian details, and school information. A "POSIT Scores" section contains multiple input fields for various scores. Navigation buttons like "Cancel", "Save", "Finish", "Previous", and "Next" are located at the bottom of the form.

6. **School Contact:** Select the appropriate entry from the drop-down list. If the contact name you are looking for is not on the list, click the [Add School Contacts](#) link and provide the appropriate information.
7. **Attending Grade:** Enter the grade the student is currently attending.
8. **Current GPA:** Enter the students current GPA if known.
9. **Days Suspended in Last 30 Days:** Enter the number of days the student has been suspended in the last 30 days, if any.
10. **Days Absent in Last 30 Days:** Enter the number of days the student has been absent in the last 30 days, if any.
11. The POSIT is a youth dual assessment tool. You can use paper version of the POSIT scale and then manually enter any POSIT scores here. Use the scores from the last administration of the test.

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar displays <https://test2.akaims.org>. The user is logged in as Walker, Michael, located at the State of Alaska, Administrative Facility, for client Silly, Rabbit (MS5959915995100, Case #: 1). The interface includes a left-hand navigation menu with options like Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal, Assmt Scores, ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, and Consent. The main content area is titled 'Client Admission for Silly, Rabbit' and contains two sections: 'Youth Admission' and 'POSIT Scores'. The 'Youth Admission' section includes dropdown menus for 'Client is a Student' and 'Client is a Gang Member', text fields for 'Guardian Name' and 'Guardian Type', a 'School Name' field, a 'School Contact' dropdown with an 'Add School Contacts' link, and input fields for 'Attending Grade', 'Current GPA', 'Days Suspended in Last 30 Days', and 'Days Absent in Last 30 Days'. The 'POSIT Scores' section contains a grid of input fields for various scores: Substance Abuse Score, Physical Health Score, Mental Health Score, POSIT Family Score, Peer Score, Education Status Score, Vocational Status Score, Social Skill Score, Leisure Recreational Score, Aggression Score, and HIV Risk Score. At the bottom of the form are buttons for 'Cancel', 'Save', 'Finish', 'Previous', and 'Next'.

12. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the client **Activity List** screen.
 - o **Save:** Saves the **Youth Admission** screen contents.
 - o **Finish:** Saves the screen contents and takes you back to the client **Activity List** screen.
 - o **Previous:** Will take you back to the **Financial Info and Household Composition** screen.
 - o **Next:** Saves the screen contents and takes you to the **Substance Abuse** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

Client Admission for Silly, Rabbit

Youth Admission

Client is a Student ☐ Client is a Gang Member ☐

Guardian Name

Guardian Type

School Name

School Contact [Add School Contacts](#)

Attending Grade Days Suspended in Last 30 Days

Current GPA Days Absent in Last 30 Days

POSIT Scores

Substance Abuse Score	Peer Score	Leisure Recreational Score
Physical Health Score	Education Status Score	Aggression Score
Mental Health Score	Vocational Status Score	HIV Risk Score
POSIT Family Score	Social Skill Score	

Cancel Save Finish Previous Next

Substance Abuse

Path: Client List → Activity List → Admission → Substance Abuse

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

This section should be completed for all substance use clients. This screen is limited to clinicians and counselors whose access allows them to enter data. Once you select a primary substance, you must complete the associated Severity, Frequency and Method sections.

1. **Primary Substance:** Select the appropriate entry from the drop-down list.
2. **Primary Severity:** Select the appropriate entry from the drop-down list.
3. **Primary Frequency:** Select the appropriate entry from the drop-down list.

Note: You cannot have a **Secondary** substance without a **Primary**.

Note: This screen is only required if **SA** or **MH/SA** was selected in the **Treating Here For** field in the **Admission Profile** screen.

Note: This screen is NOT required if **MH** was selected in the **Treating Here For** field in the **Admission Profile** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959915995100 | Case #: 1

Print Report Print View Help Logout

Home Page
Agency
Client List
Client Profile
Non-Episode Contact
Activity List
Intake
Wait List
Tx Team
AK Screening Tool
Assessments
Admission
Profile
Financial/Household
Youth
Substance Abuse
Legal
Assmt Scores
ASAM
Diagnosis
Program Enroll
Treatment Team
Notes
Treatment
Outcomes
Discharge
Consent

Client Admission for Silly, Rabbit

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:				
Secondary:				
Tertiary:				

At what age did the client FIRST use the substances indicated above (if unknown, enter "97"; if not applicable, enter "96"):

of DAYS since LAST use of the substances indicated above:

of Days Abstinent in Last 30 Days

of Days in Support Group in Last 30 Days

of Days Attended AA/NA/Similar Meetings in Last 30 Days

Other Addictions: Alcohol

Selected Other Addictions

Does Client Currently Use Tobacco

Comments

Cancel Save Finish Previous Next

4. **Primary Method:** Select the appropriate entry from the drop-down list.
5. **Secondary Substance:** Choose the appropriate entry for the drop-down list.
6. **Secondary Severity:** Select the appropriate entry from the drop-down list.
7. **Secondary Frequency:** Select the appropriate entry from the drop-down list.
8. **Secondary Method:** Select the appropriate entry from the drop-down list.
9. **Tertiary Substance:** Select the appropriate entry from the drop-down list.
10. **Tertiary Severity:** Select the appropriate entry from the drop-down list.
11. **Tertiary Frequency:** Select the appropriate entry from the drop-down list.
12. **Tertiary Method:** Select the appropriate entry from the drop-down list.
13. **At what age did the client FIRST use of substances indicated:** You must also complete this field if a substance has been indicated in the upper section of this form.

The screenshot displays the AKAIMS web application interface. The browser window title is "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The user is logged in as "Walker, Michael" from the "State of Alaska, Administrative Facility". The client is "Silly, Rabbit" with ID "M35959015995100" and Case #: 1.

The main form is titled "Client Admission for Silly, Rabbit" and "Substance Abuse". It contains the following sections:

- Rank, Substance, Severity, Frequency, Method:** A table with five columns for recording substance abuse data. It includes fields for Primary, Secondary, and Tertiary entries.
- At what age did the client FIRST use the substances indicated above (if unknown, enter "97"; if not applicable, enter "96"):** Fields for Primary, Secondary, and Tertiary.
- # of DAYS since LAST use of the substances indicated above:** Fields for Primary, Secondary, and Tertiary.
- # of Days Abstinent in Last 30 Days:** A text input field.
- # of Days in Support Group in Last 30 Days:** A text input field.
- # of Days Attended AA/NA/Similar Meetings in Last 30 Days:** A text input field.
- Other Addictions:** A text input field with "Alcohol" entered.
- Selected Other Addictions:** A dropdown menu.
- Does Client Currently Use Tobacco:** A dropdown menu with "Yes" selected.
- Comments:** A large text area for additional notes.

At the bottom of the form are buttons: Cancel, Save, Finish, Previous, and Next.

The left sidebar contains a navigation menu with the following items:

- Home Page
- Agency
- Client List
- Client Profile
- Non-Episode Contact
- Activity List
- Intake
- Wait List
- Tx Team
- AK Screening Tool
- Assessments
- Admission
- Profile
- Financial/Household
- Youth
- Substance Abuse
- Legal
- Assmt Scores
- ASAM
- Diagnosis
- Program Enroll
- Treatment Team
- Notes
- Treatment
- Outcomes
- Discharge
- Consent

14. **# of DAYS since the LAST use of the substance listed above:** You must also complete this field if a substance has been indicated in the upper section of this form.
15. **# of Days Abstinent in Last 30 Days:** This section captures the client's current problems related to substance use. It is recommended that you provide detailed comments if the client has experienced problems in the past 30 days.
16. **# of Days in Support Group in Last 30 Days:** Enter a numeric value.
17. **# of Days Attended AA/NA/Similar Meetings in Last 30 Days:** Enter a numeric value.
18. **Does Client Currently Use Tobacco:** Select the appropriate entry from the drop-down list.
19. **Other Addictions:** You may use the mover box to document additional addictions.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

Client Admission for Silly, Rabbit

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:				
Secondary:				
Tertiary:				

At what age did the client FIRST use the substances indicated above (if unknown, enter "97"; if not applicable, enter "96"):

of DAYS since LAST use of the substances indicated above: Primary Secondary Tertiary

of Days Abstinent in Last 30 Days: Other Addictions: Selected Other Addictions:

of Days in Support Group in Last 30 Days: Alcohol

of Days Attended AA/NA/Similar Meetings in Last 30 Days:

Does Client Currently Use Tobacco:

Comments:

Cancel Save Finish Previous Next

20. Depending on your needs, clicking the indicated buttons produces the following results:

- o **Cancel:** Will take you back to the client **Activity List** screen.
- o **Save:** Saves the **Substance Abuse** screen contents.
- o **Finish:** Saves the screen contents and takes you back to the client **Activity List** screen.
- o **Previous:** Will take you back to the **Youth Admission** screen.
- o **Next:** Saves the screen contents and takes you to the **Legal History** screen.

The screenshot displays the AKAIMS web application interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test2.akaims.org>. The page title is "AKAIMS - Microsoft Internet Explorer".

The top navigation bar includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959015995100 | Case #: 1), and utility links (Print Report, Print View, Help, Logout).

The main content area is titled "Client Admission for Silly, Rabbit" and "Substance Abuse". It contains a table for recording substance use:

Rank	Substance	Severity	Frequency	Method
Primary:				
Secondary:				
Tertiary:				

Below the table, there are fields for "At what age did the client FIRST use the substances indicated above (if unknown, enter '97'; if not applicable, enter '96'):" with Primary, Secondary, and Tertiary checkboxes.

There are also fields for "# of DAYS since LAST use of the substances indicated above:" with Primary, Secondary, and Tertiary checkboxes.

Further down, there are fields for "# of Days Abstinent in Last 30 Days", "# of Days in Support Group in Last 30 Days", and "# of Days Attended AA/NA/Similar Meetings in Last 30 Days".

There is a section for "Other Addictions" with a list box containing "Alcohol" and a "Selected Other Addictions" list box.

A checkbox labeled "Does Client Currently Use Tobacco" is present.

A "Comments" text area is located at the bottom of the form.

At the bottom right of the form, there are five buttons: Cancel, Save, Finish, Previous, and Next.

The left sidebar contains a navigation menu with the following items: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse (highlighted), Legal, Assmt Scores, ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, and Consent.

Legal History

Path: Client List → Activity List → Admission → Legal

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

1. Select the appropriate values from the **Legal Status** box and click the right pointing arrow. This will place your selection in the **Selected Legal Status** box. To remove a selection from the **Selected Legal Status** box highlight the selection and click the left pointing arrow.
2. **Remaining text boxes:** Indicate the number of incidences as appropriate to the question by typing in a number in the appropriate text box.

The screenshot shows the AKAIMS web application in Microsoft Internet Explorer. The browser address bar displays <https://test2.akaims.org>. The page title is "AKAIMS - Microsoft Internet Explorer". The user information at the top right indicates: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959915995100 | Case #: 1. The page has navigation links: Print Report, Print View, Help, and Logout.

The main content area is titled "Client Admission for Silly, Rabbit" and "Legal History". It features a sidebar menu on the left with options: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal (highlighted), Assmt Scores, ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, and Consent.

The "Legal History" section contains a "Legal Status" box with a list of options: None/No Involvement, 180 Day Commitment, 30 Day Commitment, and 90 Day Commitment. A "Selected Legal Status" box is empty. Below these boxes are three text input fields for the number of arrests: "# of Arrests in Lifetime", "# of Arrests in Past 12 Months", and "# of Arrests in Past 30 Days". At the bottom right of the form are five buttons: Cancel, Save, Finish, Previous, and Next.

3. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the client **Activity List** screen.
 - o **Save:** Saves the **Legal** screen contents.
 - o **Finish:** Saves the screen contents and takes you back to the client **Activity List** screen.
 - o **Previous:** Will take you back to the **Substance Abuse** screen.
 - o **Next:** Saves the screen contents and takes you to the **Assessment Scores** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

Client Admission for Silly, Rabbit

Legal History

Legal Status	Selected Legal Status
None/No Involvement	
180 Day Commitment	
30 Day Commitment	
90 Day Commitment	

of Arrests in Lifetime

of Arrests in Past 12 Months

of Arrests in Past 30 Days

Cancel Save Finish Previous Next

Assessment Scores (ASI, ASAM)

Path: Client List → Activity List → Admission → Assmt Scores

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.
- ✓ The client must have been admitted

Introduction

You may manually enter the latest **ASI** scores in the table. If the **ASI** was administered through AKAIMS, you may use the **Upload Latest Assessment Score** link to auto-populate the scores. You may clear the scores using the **Clear Assessment Scores** link. The **Clear Assessment Scores** link will not delete the scores. It will only remove them from view until you load them again.

Note: If you don't use this screen just skip it by selecting ASAM on the menu.

The screenshot displays the AKAIMS web application interface. The browser address bar shows 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The user information at the top right indicates 'User: Walker, Michael', 'Loc: State of Alaska, Administrative Facility', and 'Client: Silly, Rabbit | M55059015995100 | Case #: 1'. The main content area is titled 'Client Admission for Silly, Rabbit' and 'Assessment Scores'. It contains several input fields for scores: Medical, Employment, Drug, Alcohol, Legal, Family, and Psychiatric. Below these is a dropdown menu for 'Controlled Environment'. There are two links: 'Load Latest Assessment Scores' and 'Clear Assessment Scores'. At the bottom of the form are five buttons: 'Cancel', 'Save', 'Finish', 'Previous', and 'Next'. The left sidebar contains a navigation menu with options like Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal, Assmt Scores (highlighted), ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, and Consent.

1. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will take you back to the client **Activity List** screen.
 - o **Save:** Saves the **Assessment Scores** screen contents.
 - o **Finish:** Saves the screen contents and takes you back to the client **Activity List** screen.
 - o **Previous:** Will take you back to the **Legal** screen.
 - o **Next:** Saves the screen contents and takes you to the **ASAM** screen.

The screenshot shows a web browser window titled "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The page header includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959015995100 | Case #: 1), and navigation links (Print Report, Print View, Help, Logout). The main content area is titled "Client Admission for Silly, Rabbit" and contains the "Assessment Scores" section. This section has input fields for Medical, Employment, Drug, Alcohol, Legal, Family, and Psychiatric, along with a dropdown for Controlled Environment. Below these fields are links for "Load Latest Assessment Scores" and "Clear Assessment Scores". At the bottom right of the form are five buttons: Cancel, Save, Finish, Previous, and Next. A left-hand navigation menu lists various options including Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal, Assmt Scores (highlighted), ASAM, Diagnosis, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, and Consent. The browser's status bar at the bottom shows "Done" and "Internet".

ASAM – PPC2R

After doing the paper version of the **ASAM**, select the appropriate **Level of Risk** and **Level of Care** for each **ASAM** dimension and provide necessary comments for your selection. If the **Recommended Level of Care** and the **Actual Level of Care** do not match, provide an explanation by choosing an appropriate entry in the **Clinical Override** box.

1. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will take you back to the client **Activity List** screen.
 - o **Save:** Saves the **ASAM** screen contents.
 - o **Finish:** Saves the screen contents and takes you back to the client **Activity List** screen.
 - o **Previous:** Will take you back to the **Assessment Scores** screen.
 - o **Next:** Saves the screen contents and takes you to the **Diagnosis** screen.

Note: If SA or MH/SA is selected in the *Treating Here For* field on the **Admission Profile** screen, then *Level of Care* is required for each of the six dimensions

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential			
2 - Biomedical Conditions and Complications			
3 - Emotional, Behavioral, or Cognitive Conditions and Complications			
4 - Readiness to Change			
5 - Relapse, Continued Use, or Continued Problem Potential			
6 - Recovery / Living Environment			

Recommended Level of Care:

Actual Level of Care:

Clinical Override:

Comments:

Buttons: Cancel, Save, Finish, Previous, Next

Client Diagnosis

Path: Client List → Activity List → Admission → Diagnosis

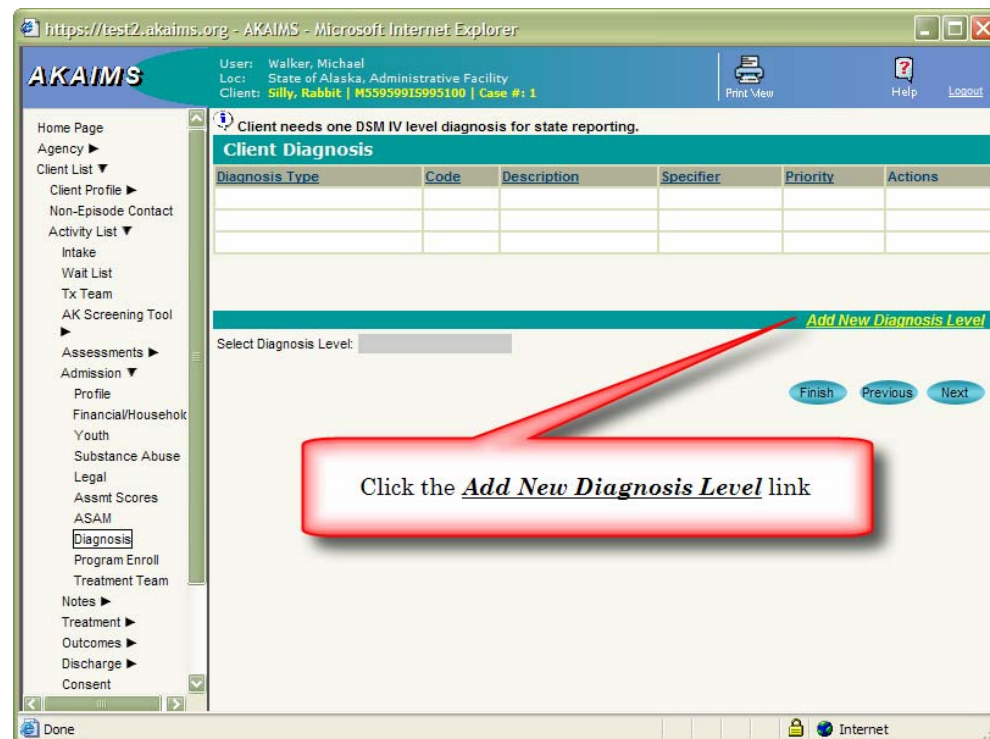
Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

By selecting the diagnosis at the bottom of the screen, you may populate the upper table. Select the Axis in the Select Diagnosis Level. The Select / Edit Diagnosis box will appear where you can select the specific diagnosis for that Axis. You may have multiple AXIS I, II, II and IV, but only one AXIS V.

1. Click the **Add New Diagnosis Level** link.



2. **Select Diagnosis Level:** Select the appropriate entry from the drop-down list. This will make additional fields available to further define the client diagnosis.

The screenshot shows the AKAIMS web application interface. The top navigation bar includes the AKAIMS logo, user information (Walker, Michael; State of Alaska, Administrative Facility; Silly, Rabbit | M55959015995100 | Case #: 1), and links for Print Menu, Help, and Logout. The left sidebar contains a menu with options like Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Legal, Assmt Scores, ASAM, **Diagnosis**, Program Enroll, Treatment Team, Notes, Treatment, Outcomes, Discharge, and Consent. The main content area is titled 'Client Diagnosis' and features a table with columns: Diagnosis Type, Code, Description, Specifier, Priority, and Actions. Below the table is a section for 'Select Diagnosis Level' with a dropdown menu showing options: Axis I, Axis II, Axis III, Axis IV, Axis V/GAF Score, and ICD-9 Diagnosis. To the right of the dropdown are buttons for Cancel, Save, Finish, Previous, and Next. A link 'Add New Diagnosis Level' is also visible.

Diagnosis Type	Code	Description	Specifier	Priority	Actions

[Add New Diagnosis Level](#)

Select Diagnosis Level:

Axis I
Axis II
Axis III
Axis IV
Axis V/GAF Score
ICD-9 Diagnosis

Cancel Save Finish Previous Next

3. **Select /Edit Diagnosis:** Select the appropriate entry from the drop-down list.
4. **Priority:** Select the appropriate entry from the drop-down list.
5. **Specifier:** Enter any additional information you want to link to the diagnosis.
6. You may use the **Review** and **Delete** links to edit and delete the entries.
7. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** The **Cancel** button will refresh the **Diagnosis screen**, making no changes.
 - o **Save:** Click the **Save** button to add more diagnoses. This **will** add the current diagnosis to the table at the top of the screen.
 - o **Finish:** Clicking the **Finish** button will take you back to the **Admission Profile** screen.
 - o **Previous:** Clicking the **Previous** button will take you to the **ASAM** screen.
 - o **Next:** Clicking the **Next** button will take you to the **Program Enrollment** screen.

Program Enrollment

Path: Client List → Activity List →
Admission → Program Enroll

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

This module allows you to record the client's enrollment in and transition through multiple programs within a facility. The client may be enrolled in more than one program at once. By default the program enrollment section is blank and the program specific fields are grayed out.

1. Click the **Add Enrollment** link to enroll the client in a new program. You may also use the **Review** link to change previously entered enrollment information. When your screen refreshes you will see that some fields become required.

2. Select the appropriate facility which will then populate the appropriate Programs under Program Name.
3. **Program Name:** Select the appropriate entry from the drop-down list.
4. **Currently Enrolled:** Choose **Yes** or **No**.
5. **Start Date:** the default setting for this field is today's date, you may alter this by deleting the current date and entering a new one.
6. **Program Staff:** Select the appropriate entry from the drop-down list.
7. **Notes:** Enter appropriate notes pertaining to this client's enrollment for this program.
8. Click the **Save** button to save this information and remain on the same screen. The enrolled program will be listed in the program enrollment table in the top section of the screen. This enrollment can now be **reviewed** and edited or **deleted**.
9. To create additional program enrollments for this client click the **Add Enrollment** link and provide the required information.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M55959015995100 | Case #: 1

Print Menu Help Logout

Program Name	Start Date	End Date	Facility	Notes	Actions

Add Enrollment

Facility: Administrative Facility

Program Name: Addiction Services

Days on Wait List:

Currently Enrolled: Yes

Start Date: 10/4/2007

Program Staff: Test, Test

Tx Completed? End Date:

Reason for Termination:

Notes:

Cancel Save Finish Previous Next

10. When a client has completed a program, or for some other reason is no longer in a program, you must “dis-enroll” the client. You do this by clicking on **Review** and then changing the **Yes** in Current Enrolled field to **No**. This will open the **Tx Completed**, **End Date** and **Reason for Termination** fields. Complete these fields and save. You will now see the **End Date** in the list at the top of the screen.
11. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will clear the entered data.
 - o **Save:** Will save the data you just entered in the table at the top.
 - o **Finish:** Will save the **Program Enrollment** information and you will be returned to the client’s **Admission Profile** screen.
 - o **Previous:** Returns you to the **Diagnosis** screen.
 - o **Next:** Saves the screen contents and takes you to the **Treatment Team** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M55959015995100 | Case #: 1

Print Menu Help Logout

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes	Actions
Addiction Services	10/4/2007		Administrative Facility		Review Delete

[Add Enrollment](#)

Facility: Administrative Facility

Program Name: Addiction Services

Days on Wait List:

Currently Enrolled: No

Start Date: 10/4/2007

Program Staff: Test, Test

Tx Completed? Yes

End Date: 10/04/2007

Reason for Termination: Left on own against staff advice with satisfactory progress

Notes:

Cancel Save Finish Previous Next

Treatment Team

Path: Client List → Activity List →
Admission → Treatment Team

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

This screen allows you to record all the members of the treatment team. The treatment team may be composed of staff and non-staff persons.

1. When you enter this screen, the lower half is grayed-out. Click on the link for **Add Team Member** to add one treatment team member at a time.

Note: if you entered this information in the Admissions module it will pre-populate here.

Click the **Add Team Member** link

2. **Staff Name:** Select the appropriate entry from the drop-down list.
3. **Non Staff Name:** Select the appropriate entry from the drop-down list.
4. **Click** on the link for **Add Contacts** which will take you to the **Collateral Contacts** screen. You can add the details there, save, and then come back here to add the person to the team.
5. **Role/Relation:** Select the appropriate entry from the drop-down list.
6. **Review Member:** Indicates whether the team member is a member of the **Treatment Plan** review team. Choose “Yes” or “No”.
7. Select **Yes** or **No** for the **Primary Care Staff** field to indicate if the person you are adding to the team is the client’s primary staff member. There is only one **Primary Care Staff**.
8. Select **Yes** or **No** for the **Deny Access to Client Records**. If you select yes this member of the treatment team will not be able to view the client’s record. When complete click the **Save** button and see the person’s name added to the **Team Member Name** list.
9. Use the **Add Team Member** link to add additional members.

Note: The drop-down list for non-staff member comes from the contact list setup in the **Client Profile**. If you do not see the name of the person you are trying to add to the team, you need to first add that person to **Collateral Contacts**.

Note: You can select either a **Staff Name** or a **Non Staff Name** for the **Treatment Team**, not both.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test2.akaims.org>. The page title is "AKAIMS - Microsoft Internet Explorer".

The top header bar contains the following information:

- User: Walker, Michael
- Loc: State of Alaska, Administrative Facility
- Client: Silly, Rabbit | MS5959915995100 | Case #: 1
- Buttons: Print View, Help, Logout

The main content area is titled "Treatment Team". It features a table with the following columns: Team Member Name, Review Member, Role/Relation, Start Date, End Date, and Actions.

Below the table, there is a section for adding a new team member. It includes a form with the following fields:

- Assign Group:** Walker, Michael (dropdown)
- Non Staff Name:** (dropdown)
- Start Date:** 10/4/2007
- End Date:** (empty)
- Notes:** (text area)
- Role/Relation:** Skills Trainer (dropdown)
- Review Member:** No (checkbox)
- Primary Care Staff:** No (checkbox)
- Deny Access to Client Records:** No (checkbox)

At the bottom right of the form, there are three buttons: Cancel, Save, and Finish.

10. **Start Date.** Defaults to today's date. The date the record was created. This field is editable; you have the ability to change the dates to the date when the actual intake
11. **End Date:** Enter an End Date for the Treatment Team or Group, format the date mm/dd/yy or mm/dd/yyyy.
12. To add a group of people to a client's treatment team at one time, click the **Assign Group** link. The groups are created in the Agency module.
13. Click the desired group from the **Available Groups** list and click the right pointing arrow to select the group. Then click the **Assign** button, this will add all of the individuals from the group to the **Treatment Team**.
12. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Finish:** Will save the **TX Team** information and you will be returned to the client's **Activity List** screen.

Note: The current version of AKAIMS does not automatically include the client on the Tx Team. To add the client, go to Collateral Contacts and add the client to the drop down. Then you may add the client to the list. To create a Group you must have Access authority to enter the Agency module. If you have this authority, you may go to the Agency module and click on Create Group. The process there is the same as on this screen except that you create a Group Name.

Available Groups: New Group, New Team, Nina's Group, Outpatient Team

Selected Groups:

Team Member Name	Review Member	Role/Relation	Start Date	End Date	Actions
Walker, Michael	No	Skills Trainer	10/4/2007		Review
Greco, Connie	Yes	Case Manager	10/4/2007		Review
Fletcher, Marilee	Yes	Counselor	10/4/2007		Review
Bajowski, John	Yes	Clinician	10/4/2007		Review
strasser, mike	Yes	Clinician	10/4/2007		Review
Bellevue, Mike	Yes	Clinician	10/4/2007		Review

Assign Group **Add Team Member**

Staff Name: _____ Start Date: _____ End Date: _____

Non Staff Name: _____ Notes: _____

Role/Relation: _____

Review Member: _____

Primary Care Staff: _____

Deny Access to Client Records: _____

[Add Contact](#)

Finish

Client Wait List

Path: Client List → Select or Create Client → Activity List → Wait List

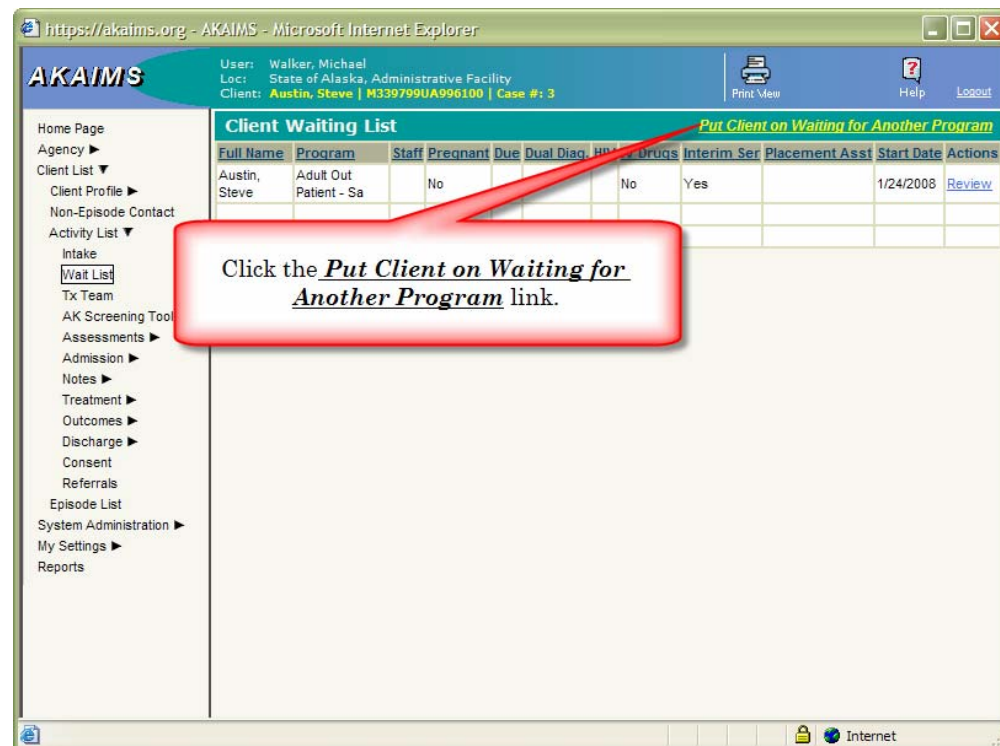
Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

This module allows you to document the placement of a client on a waiting list for a specific program.

1. To access this module, go the **Activity List** menu and then click the **Wait List** menu item.
2. This will bring you to the **Wait List**, which shows all previously wait listed entries for this client. Click the **Put client on Waiting for Another Program** link.



3. When your screen refreshes you will be take to the **Client Wait List** screen.
4. **Select Program**, choose from the available listed programs.
5. **Wait Start Date**, defaults to today's date, change if necessary.
6. **Added to Wait List By**, choose from the available listed Staff names.
7. **Receiving Interim Services**, choose Yes or No.

https://akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Austin, Steve | M339799UA996100 | Case #: 3

Print View Help Logout

Client Wait List for Austin, Steve

Agency: State of Alaska
Facility: Administrative Facility
Select Program: Adult Out Patient - Sa
Select Staff: [dropdown]
Modality: Substance Abuse Outpatient
Wait Start Date: 1/24/2008
Wait End Date: [dropdown]
Added to Wait List By: Walker, Michael
Dually Diagnosed? [dropdown] Assistance Needed to Place This Client: [dropdown]
Patient is Injecting: No Receiving Interim Services: **Yes**
Patient is Pregnant: No
Due Date: [dropdown]
Removed From Wait List By: [dropdown]
Reason: [dropdown]
Comments: [text area]
[Admit Client](#)
Cancel Save Finish

Notes

Path: Client List → Select or Create Client → Activity List → Notes → Encounters

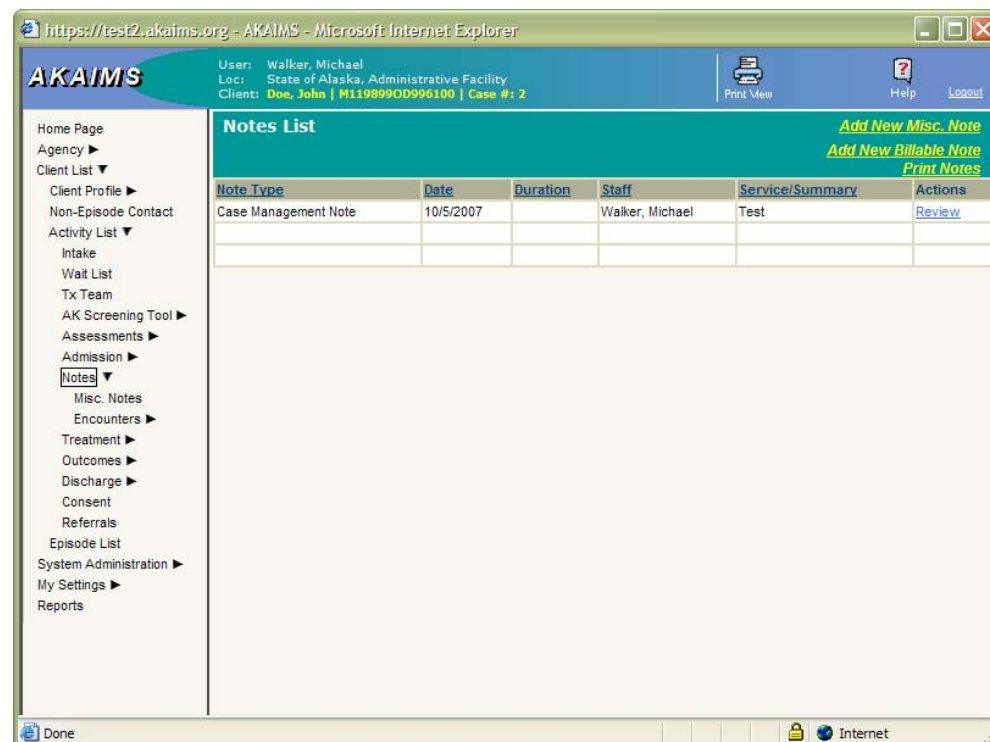
Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.
- ✓ Client must have been admitted.
- ✓ Client must be enrolled in a program.

Introduction

This module allows you to document a variety of notes, each of which serves different purposes.

1. To access this module, go the **Activity List** menu and then click the **Notes** menu item.
2. This will bring you to the **Notes List** which shows all previously entered **Miscellaneous** and **Billable Notes**. To review an existing Note click on **Review** in the **Actions** column.



- To print notes that have previously been entered click the ***Print Notes*** link. This will bring up a screen to enter **Note Date**. This allows you to print notes by date. If you leave the note date blank all notes will be included. Click **Go**. This will bring up a Note List. To Print this list click **Export**. This will export the notes into Excel to be printed.

Enter range of dates for notes (<Begin Date>:<End Date>)

Note Date

Cancel Go

Export Finish

Client Treatment Notes

Date	Staff	Client	Type	Duration	Duration Type	# of Sessions	Summary	Details
10/5/2007	Walker, Doe, Michael	John	Case Management Note				Test	Please specify the service provided from the following choices: Medical, psychiatric, and mental health services; Educational, vocational; Social Support, and community-based services; Related assessments; Treatment Planning (Designated case manager for children only) Post-discharge follow-up activities Fully describe how you assisted the recipient and/or the recipient's family in the access and coordination of the identified case management service(s):

Miscellaneous

1. To add a new **Miscellaneous Note** click the **Add New Misc. Notes Record** link. This will bring you to the screen to enter the details. If you select the **Add New Billable Note** link you will be taken to the **Encounter Note Profile** screen to start a **Billable Note**.
2. **Author Name**, **Author Title**, and **Created Date** and **Time**, all pre-filled by the system.
3. **Note Type**: Select the appropriate entry from the drop-down list. If you select the **Missing / Injured / Deceased** option, the field **Was Report Sent to State** becomes available for you to select the option of **Yes** or **No**.
4. The **Date** will pre-populate with the current date. This can be changed as needed. Enter the **Start Time**, **End Time**, and **Duration**.
5. To set an alert related to this **Note** click the blue **Mark Alert** link. This will highlight the client's name in red on the **Client List**. To remove the alert click the **Remove Alert** link.
6. Write a one line Summary in the **Summary** text box. This summary will be shown in the **Notes List** on the previous screen.

Notes List

[Add New Misc. Note](#)
[Add New Billable Note](#)
[Print Notes](#)

Miscellaneous Notes for Doe, John

Author Name: Walker, Michael

Author Title:

Created Date:

Note Type Case Management Note

Date 10/5/2007

Start Time

End Time

Duration

Frequency Daily

Alert No [Mark Alert](#)

Was Report Sent to State

Summary Test

Notes Please specify the service provided from the following choices:
 Medical, psychiatric, and mental health services; Educational, vocational; Social Support, and community-based services; Related assessments; Treatment Planning (Designated case manager for children only) Post-discharge follow-up activities
 Fully describe how you assisted the recipient and/or the recipient's family in the access and coordination of the identified case management service(s):

[Cancel](#) [Save](#) [Finish](#)

7. Write the detailed note in the text box for **Notes**. There is unlimited space to type in this box.
8. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will return you to the **Notes List** screen with no new addition to the list.
 - o **Save:** Will save the data you just entered. Your screen will refresh and all fields will be grayed out.
 - o **Finish:** Will save the **Miscellaneous Note** and you will be returned to the client's **Notes List** screen.

Note: Once a **Miscellaneous Note** is entered and saved, it cannot be edited, it can only be reviewed for details. This is not a billable note.

Miscellaneous Notes for Doe, John

Author Name: Walker, Michael
Author Title:
Created Date:

Note Type: Case Management Note
Date: 10/5/2007
Start Time:
End Time:
Duration:
Frequency: Daily
Alert: No [Mark Alert](#)
Was Report Sent to State:

Summary: Test

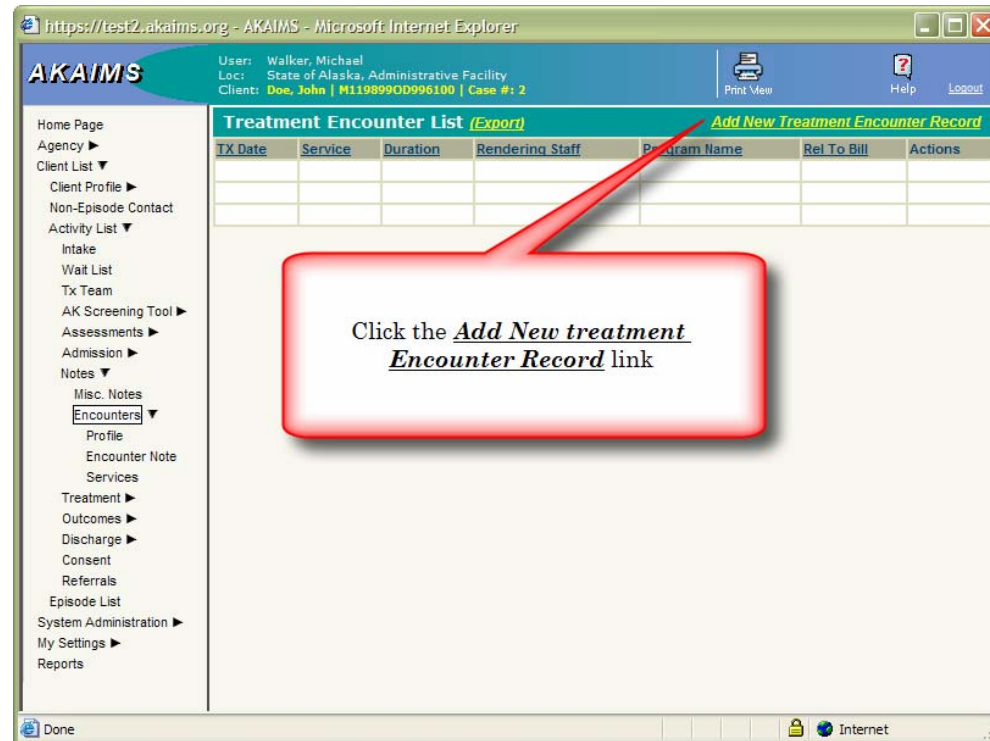
Notes: Please specify the service provided from the following choices:
Medical, psychiatric, and mental health services; Educational, vocational; Social Support, and community-based services; Related assessments; Treatment Planning (Designated case manager for children only) Post-discharge follow-up activities
Fully describe how you assisted the recipient and/or the recipient's family in the access and coordination of the identified case management service(s):

Cancel Save Finish

Encounters

Profile

1. To add a new **Treatment Encounter Note** click the **Add New Treatment Encounter Record** link. This will refresh your screen where you can enter the encounter details. This is where you would document the details of the services that are actually delivered.



2. Select **Note Type** from the drop-down box.
3. Choose **Yes** or **No** for the **Billable** field.
4. Select the specific service being delivered in the drop down box for **Service Code/Description**. (see [Appendix B](#) for an expanded list)
5. Select the appropriate **Program Name** from the drop-down list (DDL). Select the appropriate **Service Location** from the drop-down list (DDL).
6. Choose **Yes**, **No**, or leave blank for the **Emergency** field.
7. **TX Start Date** is the date that treatment started. Use the format mm/dd/yyyy or mm/dd/yy.
8. **TX Start Time** is the time the treatment began.
9. **TX End Time** is the time in which the treatment finished.
10. Use the **Duration** field to document the length of time the treatment has taken or will take. Use the adjacent field to denote the unit in which the **Duration** field is measured.
11. **IDC 9 Diagnosis for This Treatment**: Choose from the drop-down list for the **Primary**, **Secondary**, and **Tertiary** fields.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The user is logged in as 'Walker, Michael' from the 'State of Alaska, Administrative Facility' for client 'Silly, Rabbit' with ID 'M35959015995100' and Case #: 1. The page title is 'Encounter For Silly, Rabbit'.

The form includes the following fields and sections:

- Note Type**: A dropdown menu.
- Billable**: A dropdown menu set to 'No'.
- TX ID**: A text field.
- Created Date**: A text field.
- Service Code/Description**: A dropdown menu.
- Program Name**: A dropdown menu set to 'Addiction Services : 10/4/2007 -'.
- TX Start Date**: A text field.
- Service Location**: A dropdown menu.
- TX Start Time**: A text field.
- TX End Time**: A text field.
- Duration**: A text field.
- Emergency**: A dropdown menu.
- ICD 9 Diagnoses for This Treatment**: A section with three dropdown menus for Primary, Secondary, and Tertiary diagnoses.
- Rendering Staff**: A dropdown menu.
- Supervising Staff**: A dropdown menu.
- Referring Phys**: A dropdown menu.
- Released to Billing**: A dropdown menu set to 'No'.
- Administrative Actions**: A section with a link 'Save & Release to Billing'.
- Buttons**: 'Cancel', 'Save', 'Finish', and 'Next' buttons.

The left sidebar contains a navigation menu with the following items: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Notes, Misc. Notes, Encounters, Profile, Encounter Note, Services, Treatment, Outcomes, Discharge, Consent, Referrals, Episode List, System Administration, My Settings, and Reports.

12. **Rendering Staff** information comes pre-filled based on your login. It can be changed if the person who delivered the service was different from the person documenting it here.
13. **Supervising Staff:** Select an appropriate item from the drop down box.
14. Select an appropriate item from the drop down box for **Referring Physician**.
15. Depending on your needs, clicking the indicated buttons produces the following results:
 - o **Cancel:** Will take you back to the client's **Treatment Encounter List**.
 - o **Save:** Saves the **Encounter Profile** screen contents.
 - o **Finish:** Will save the **Encounter Profile** screen and you will be taken back to the client's **Treatment Encounter List** screen.
 - o **Next:** Saves the screen contents of the **Encounter Profile** screen and takes you to the **Encounter Note** screen.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer. The page header includes the AKAIMS logo and user information: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M35959015995100 | Case #: 1. Navigation links for Print Report, Print View, Help, and Logout are visible.

The main content area is titled "Encounter For Silly, Rabbit". It features a sidebar on the left with a navigation menu containing items like Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Notes, Misc. Notes, Encounters (with Profile selected), Encounter Note, Services, Treatment, Outcomes, Discharge, Consent, Referrals, Episode List, System Administration, My Settings, and Reports.

The "Encounter For Silly, Rabbit" form includes the following fields and sections:

- Note Type:** Case Management Note (dropdown)
- Billable:** No (dropdown)
- TX ID:** (text field)
- Created Date:** (text field)
- Service Code/Description:** 90801-Psychiatric diagnostic interview examination (dropdown)
- Program Name:** Addiction Services : 10/4/2007 - (dropdown)
- TX Start Date:** 10/04/2007 (text field)
- Service Location:** Ambulatory Surgical Center (dropdown)
- TX Start Time:** (text field)
- TX End Time:** (text field)
- Duration:** 1 (text field) Hrs (dropdown)
- Emergency:** (checkbox)
- ICD 9 Diagnoses for This Treatment:**
 - Primary: (dropdown)
 - Secondary: (dropdown)
 - Tertiary: (dropdown)
- Rendering Staff:** (dropdown)
- Supervising Staff:** (dropdown)
- Referring Phys:** (dropdown)
- Released to Billing:** No (checkbox)
- Administrative Actions:**
 - Save & Release to Billing (button)

At the bottom of the form, there are four buttons: Cancel, Save, Finish, and Next.

Encounter Note

1. On this screen you can select the Goals and Objectives from the treatment plan that was addressed in this session. If you are not currently using the **Treatment Plan** in AKAIMS, you must be sure to include in your narrative a discussion of all the objectives and interventions you covered in your session, along with other necessary narrative elements.
2. To add a Goal or Objective click the [Add Goals](#) or [Add Objectives](#) link. You can select the relevant goals or objectives by clicking the box to the left of the appropriate goal or objective. Write a detailed Narrative in the text box provided. The Narrative box will contain some prompts about appropriate note content depending on which of the note types you selected on the top of the previous screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

Encounter Notes for Silly, Rabbit

Goal Progress

Associated Goals [Add Goals](#)

Prob #	Goal	Description	Actions

Associated Objectives [Add Objectives](#)

Prob #	Obj #	Objective	Description	Actions

Narrative

Please specify the service provided from the following choices:
Medical, psychiatric, and mental health services; Educational, vocational; Social Support, and community-based services;
Related assessments; Treatment Planning (Designated case manager for children only) Post-discharge follow-up activities

Fully describe how you assisted the recipient and/or the recipient's family in the access and coordination of the identified case management service(s):

Other clinically relevant information:

Cancel Save Finish Previous Next

3. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the client's **Treatment Encounter List**.
 - o **Save:** Saves the **Encounter Notes** screen contents.
 - o **Finish:** Will save the **Encounter Notes** screen and you will be taken back to the client's **Treatment Encounter List** screen. The goals or objectives you selected will be listed under the **Associated Goals** or **Associated Objectives**.
 - o **Next:** Saves the screen contents of the **Encounter Notes** screen and takes you to the **Services** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

Encounter Notes for Silly, Rabbit

Goal Progress

Associated Goals [Add Goals](#)

Prob #	Goal	Description	Actions

Associated Objectives [Add Objectives](#)

Prob #	Obj #	Objective	Description	Actions

Narrative

Please specify the service provided from the following choices:
Medical, psychiatric, and mental health services; Educational, vocational; Social Support, and community-based services;
Related assessments; Treatment Planning (Designated case manager for children only) Post-discharge follow-up activities

Fully describe how you assisted the recipient and/or the recipient's family in the access and coordination of the identified case management service(s):

Other clinically relevant information:

[Cancel](#) [Save](#) [Finish](#) [Previous](#) [Next](#)

Done Internet

Services

1. The next screen will be the Services screen. This screen allows you to document ancillary services and medications rendered to the client during the period covered by the dates you entered on the previous screen.
2. **Ancillary Services Rendered:** Select the applicable ancillary services in this box. You may hold the Ctrl key down to make multiple selections at the same time. When you select the item, its background will turn dark. After selecting all the appropriate services click the right pointing arrow for the **Ancillary Services Rendered** box. To unselect a service click on it in the **Ancillary Services Rendered** box and click the left pointing arrow.
3. **Medications:** Select the **Medications** as applicable in the left hand box. Then select the **Frequency** from the drop-down box in the middle. After that click the right pointing arrow for the **Medications** to move to the **Medications Rendered** box on the right. To unselect a **Medication** click on it in the **Medications Rendered** box and click the left pointing arrow.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M35959015995100 | Case #: 1

Print Report Print View Help Logout

Ancillary Services Rendered for Silly, Rabbit

TX Start Date: 10/4/2007
TX End Date:

Ancillary Services

- Child Care
- Crisis Hotline
- Daily Living Skills
- Educational

Ancillary Services Rendered

Medications

- Antabuse
- LAAM
- Methadone
- Naltrexone
- None
- Other

Frequency: None

Medications Rendered

Cancel Save Finish Previous

4. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the client's **Treatment Encounter List**.
 - o **Save:** Saves the **Ancillary Services** screen contents.
 - o **Finish:** Will save the **Ancillary Services** screen and you will be taken back to the client's **Treatment Encounter List** screen.
 - o **Previous:** Saves the screen contents and takes you to the **Encounter Notes** screen.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL <https://test2.akaims.org>. The page title is "AKAIMS - Microsoft Internet Explorer".

The top header bar contains the following information:

- User: Walker, Michael
- Loc: State of Alaska, Administrative Facility
- Client: Silly, Rabbit | M35959015995100 | Case #: 1

Navigation links in the top right include: Print Report, Print View, Help, and Logout.

The left sidebar contains a list of navigation links:

- Home Page
- Agency ▶
- Client List ▼
- Client Profile ▶
- Non-Episode Contact
- Activity List ▼
- Intake
- Wait List
- Tx Team
- AK Screening Tool ▶
- Assessments ▶
- Admission ▶
- Notes ▼
- Misc. Notes
- Encounters ▼
- Profile
- Encounter Note
- Services**
- Treatment ▶
- Outcomes ▶
- Discharge ▶
- Consent
- Referrals
- Episode List
- System Administration ▶
- My Settings ▶
- Reports

The main content area is titled "Ancillary Services Rendered for Silly, Rabbit". It includes the following sections:

- TX Start Date:** 10/4/2007
- TX End Date:**
- Ancillary Services:** A list of services with checkboxes: Child Care, Crisis Hotline, Daily Living Skills, Educational.
- Medications:** A list of medications with checkboxes: Antabuse, LAAM, Methadone, Naltrexone, None, Other.
- Ancillary Services Rendered:** A text area for rendering services.
- Medications Rendered:** A text area for rendering medications.
- Frequency:** A dropdown menu.

At the bottom right of the main content area, there are four buttons: Cancel, Save, Finish, and Previous.

Discharge

Path: Client List → Select or Create Client → Activity List → Discharge

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake episode.

Introduction

Once the **Client Profile**, **Intake** and **Admission** are completed you are free to discharge the client. When you attempt to access the **Discharge** menu item the system will check to see if the client is currently enrolled in any **Programs**. If you have not dis-enrolled the client from all programs, you will automatically be routed back to the **Enrollment** screen where you must take the steps to end a client's enrollment(s). Once all enrollments are ended, return to the **Discharge** screen. You will be placed in the **Discharge Profile** screen, the first of 6 **Discharge** screens.

Note: The client cannot be discharged until the state reporting requirements have been met.

Note: You cannot discharge a client who is still enrolled in a program.

Note: If **SA** or **MH/SA** is selected in the **Treating Here For** field on the **Admission Profile** screen, then **Level of Care** is required for each of the six dimensions.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Doe, John | M11989900996100 | Case #: 2

Print Report Print View Help Logout

Client needs one DSM IV level diagnosis for state reporting.

Discharge Profile for Doe, John

Discharged: 10/8/2007 Date of Last Contact:

Discharge Staff: Discharge Referral:

Reason:

Disposition:

ASAM Criteria

Dimension	At Intake	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential	At Intake	0.5		
2 - Biomedical Conditions and Complications	At Intake	0.5		
3 - Emotional, Behavioral, or Cognitive Conditions and Complications	At Intake	0.5		
4 - Readiness to Change	At Intake	0.5		
5 - Relapse, Continued Use, or Continued Problem Potential	At Intake	0.5		
6 - Recovery / Living Environment	At Intake	0.5		

Profile

1. The **system** will populate the **Discharge Date** with the current date. You may override this date by manually typing in another date.
2. **Discharge Staff:** Select an appropriate item from the drop down box.
3. **Reason:** Select an appropriate item from the drop down box.
4. **Disposition:** Select an appropriate item from the drop down box.
5. **Date of Last Contact:** Enter an appropriate date for this field.
6. **Discharge Referral:** Select an appropriate item from the drop down box.
7. **ASAM Criteria:** For each dimension, the level of care and level of risk determined at Intake will be in read-only format. On this screen, provide the **Level of Care** and **Level of Risk** determination **at Discharge** for each dimension.

The screenshot displays the AKAIMS web application interface in Microsoft Internet Explorer. The browser address bar shows 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The user is logged in as 'Walker, Michael' from the 'State of Alaska, Administrative Facility'. The client is 'Doe, John' with ID 'M11989900996100' and Case # '2'.

The main form is titled 'Discharge Profile for Doe, John'. It contains the following fields:

- Discharged:** 10/8/2007
- Date of Last Contact:** 10/7/2007
- Discharge Staff:** Walker, Michael
- Discharge Referral:** (empty dropdown)
- Reason:** Successfully completed Treatment
- Disposition:** Alaska Native Hospital

Below these fields is the 'ASAM Criteria' section, which is a table with columns for Dimension, Level of Risk, Level of Care, and Comments. The table has 6 rows, each representing a different ASAM dimension. The 'Level of Risk' and 'Level of Care' columns have dropdown menus for 'At Intake' and 'At Discharge' values.

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential	At Intake: 0.5	At Discharge: 0	
2 - Biomedical Conditions and Complications	At Intake: 0.5	At Discharge: 0.5	
3 - Emotional, Behavioral, or Cognitive Conditions and Complications	At Intake: 0.5	At Discharge: 1.0	
4 - Readiness to Change	At Intake: 0.5	At Discharge: 1.0	
5 - Relapse, Continued Use, or Continued Problem Potential	At Intake: 0.5	At Discharge: 0.5	
6 - Recovery / Living Environment	At Intake: 0.5	At Discharge: 0.5	

At the bottom of the form are buttons for 'Cancel', 'Save', 'Finish', and 'Next'.

8. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the **Client Activity List** screen.
 - o **Save:** Saves the **Discharge Profile** information.
 - o **Finish:** Will save the **Discharge Profile** screen and you will be taken back to the **Client Activity List** screen.
 - o **Next:** Saves the screen contents and takes you to the **Legal** screen.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer.

Header Information:

- User: Walker, Michael
- Loc: State of Alaska, Administrative Facility
- Client: Doe, John | M11989900996100 | Case #: 2
- Buttons: Print Report, Print View, Help, Logout

Discharge Profile for Doe, John

Discharged: 10/8/2007 | Date of Last Contact: 10/7/2007

Discharge Staff: Walker, Michael | Discharge Referral: [Dropdown]

Reason: Successfully completed Treatment | [Dropdown]

Disposition: Alaska Native Hospital | [Dropdown]

ASAM Criteria

Dimension	At Intake	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential	At Intake: [Dropdown]	0.5	0	[Text Area]
2 - Biomedical Conditions and Complications	At Intake: [Dropdown]	0.5	0.5	[Text Area]
3 - Emotional, Behavioral, or Cognitive Conditions and Complications	At Intake: [Dropdown]	0.5	1.0	[Text Area]
4 - Readiness to Change	At Intake: [Dropdown]	0.5	1.0	[Text Area]
5 - Relapse, Continued Use, or Continued Problem Potential	At Intake: [Dropdown]	0.5	0.5	[Text Area]
6 - Recovery / Living Environment	At Intake: [Dropdown]	0.5	0.5	[Text Area]

Buttons at the bottom: Cancel, Save, Finish, Next

Bottom status bar: Done, Internet

Legal

1. This screen allows the user to enter discharge information regarding the client's previous and current legal status.
2. **Legal Status:** Select the appropriate items from the **Legal Status** mover box and click the right pointing arrow. This will place your selection(s) in the **Selected Legal Status** box.
3. To remove a selection from the **Selected Legal Status** box highlight the selection and click the left pointing arrow.
4. **# of Arrests in Past 30 Days:** Enter an appropriate number.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Doe, John | M11989900996100 | Case #: 2

Print Report Print View Help Logout

Client Discharge for Doe, John

Legal History

Legal Status	Selected Legal Status
180 Day Commitment	None/No Involvement
30 Day Commitment	
90 Day Commitment	
Court ordered juveniles (INT); DJJ custody	

of Arrests in Past 30 Days

Cancel Save Finish Previous Next

5. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the **Client Activity List** screen.
 - o **Save:** Saves the **Discharge Legal** information.
 - o **Finish:** Will save the **Discharge Legal** screen and you will be taken back to the **Client Activity List** screen.
 - o **Previous:** Saves the screen contents and takes you to the **Discharge Profile** screen.
 - o **Next:** Saves the screen contents and takes you to the **Status** screen.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL <https://test2.akaims.org>. The header bar contains the AKAIMS logo and user information: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Doe, John | M11989900996100 | Case #: 2. There are links for Print Report, Print View, Help, and Logout. The sidebar menu on the left lists various navigation options, with 'Legal' highlighted. The main content area is titled 'Client Discharge for Doe, John' and features a 'Legal History' section with a list of legal statuses: 180 Day Commitment, 30 Day Commitment, 90 Day Commitment, and Court ordered juveniles (INT); DJJ custody. A 'Selected Legal Status' field is set to 'None/No Involvement'. Below this, there is a field for '# of Arrests in Past 30 Days' with the value '0'. At the bottom of the main content area, there are five buttons: Cancel, Save, Finish, Previous, and Next.

Status

This screen allows the user to compare admission and discharge information for various domains of information.

1. The **Status At Admission** is pre-populated from the admission module. Complete all the information for the **Status At Discharge** by selecting the appropriate response(s) from the drop down lists.
2. **Relationship Status:** Select an appropriate item from the drop down box.
3. **Living Arrangement:** Select an appropriate item from the drop down box.
4. **Employment Status:** Select an appropriate item from the drop down box.
5. **Occupation:** Select an appropriate item from the drop down box.
6. **Primary Income Source:** Select an appropriate item from the drop down box.

The screenshot shows the AKAIMS web application interface in a Microsoft Internet Explorer browser window. The address bar displays 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The page title is 'AKAIMS'. The user information at the top right indicates: 'User: Walker, Michael', 'Loc: State of Alaska, Administrative Facility', and 'Client: Doe, John | M11989900996100 | Case #: 2'. There are links for 'Print Report', 'Print View', 'Help', and 'Logout'.

The main content area is titled 'Client Discharge for Doe, John' and 'Status Changes Since Admission'. It is divided into two columns: 'Status At Admission' and 'Status At Discharge'.

Status At Admission:

- Relationship Status: Divorced
- Living Arrangement: Assisted Living Facility
- Employment Status: Disabled
- Occupation: Farm Owners/Laborers
- Primary Income Source: None

Status At Discharge:

- Relationship Status: Cohabiting
- Living Arrangement: Assisted Living Facility
- Employment Status: Employed -Part Time
- Occupation: Farm Owners/Laborers
- Primary Income Source: Alaska Native Corp Dividends

At the bottom of the form, there are buttons for 'Cancel', 'Save', 'Finish', 'Previous', and 'Next'. The browser status bar at the bottom shows 'Done' and 'Internet'.

7. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the **Client Activity List** screen.
 - o **Save:** Saves the **Discharge Status** information.
 - o **Finish:** Will save the **Discharge Status** screen and you will be taken back to the **Client Activity List** screen.
 - o **Previous:** Saves the screen contents and takes you to the **Legal** screen.
 - o **Next:** Saves the screen contents and takes you to the **Diagnosis** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Doe, John | M11989900996100 | Case #: 2

Print Report Print View Help Logout

Client Discharge for Doe, John

Status Changes Since Admission

Status At Admission	Status At Discharge
Relationship Status: Divorced	Relationship Status: Cohabiting
Living Arrangement: Assisted Living Facility	Living Arrangement: Assisted Living Facility
Employment Status: Disabled	Employment Status: Employed -Part Time
Occupation: Farm Owners/Laborers	Occupation: Farm Owners/Laborers
Primary Income Source: None	Primary Income Source: Alaska Native Corp Dividends

Cancel Save Finish Previous Next

Done Internet

Diagnosis

Diagnoses entered at **Admission** will appear in the **Diagnosis at Admission** list at the top of the screen for reference purposes.

1. To enter **Diagnosis at Discharge**, click the **Add New Diagnosis Level** link.

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar displays 'https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer'. The user is logged in as 'Walker, Michael' with the location 'State of Alaska, Administrative Facility' and client 'Doe, John | M1198990D996100 | Case #: 2'. The interface includes a left-hand navigation menu with options like 'Home Page', 'Agency', 'Client List', 'Client Profile', 'Non-Episode Contact', 'Activity List', 'Intake', 'Wait List', 'Tx Team', 'AK Screening Tool', 'Assessments', 'Admission', 'Notes', 'Treatment', 'Outcomes', 'Discharge', 'Profile', 'Legal', 'Status', 'Diagnosis', 'Substance Abuse', 'Tx Summary', 'Consent', 'Referrals', 'Episode List', 'System Administration', 'My Settings', and 'Reports'. The 'Diagnosis' menu item is highlighted. The main content area is titled 'Client Diagnosis' and contains two tables: 'Diagnosis At Admission' and 'Diagnosis At Discharge'. The 'Diagnosis At Discharge' table has columns for 'Diagnosis Type', 'Code', 'Description', 'Specifier', 'Priority', and 'Actions'. Below the tables, there is a 'Select Diagnosis Level:' dropdown menu and a link labeled 'Add New Diagnosis Level'. A red callout box with a white border points to this link, containing the text 'Click the Add New Diagnosis Level link'. At the bottom right of the main content area, there are three buttons: 'Finish', 'Previous', and 'Next'.

Diagnosis Type	Code	Specifier	Description

Diagnosis Type	Code	Description	Specifier	Priority	Actions

Select Diagnosis Level:

[Add New Diagnosis Level](#)

Finish Previous Next

2. **Select Diagnosis Level:** The Select/Edit Diagnosis box will appear as dark yellow, you can select the specific diagnosis for the **Axis**.
3. Once you have made a selection in the **Select Diagnosis Level** drop-down list; the **Select/Edit Diagnosis**, **Priority**, and **Specifier** fields become visible.
4. Choose an appropriate item from the **Select/Edit Diagnosis** drop-down list.
5. Choose an appropriate item from the **Priority** drop-down list.
6. Type in the **Specifier** if any.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Doe, John | M119899CD996100 | Case #: 2

Print Menu Help Logout

AKAIMS

Home Page
Agency ▶
Client List ▼
Client Profile ▶
Non-Episode Contact
Activity List ▼
Intake
Wait List
Tx Team
AK Screening Tool ▶
Assessments ▶
Admission ▶
Notes ▶
Treatment ▶
Outcomes ▶
Discharge ▼
Profile
Legal
Status
Diagnosis
Substance Abuse
Tx Summary
Consent
Referrals
Episode List
System Administration ▶
My Settings ▶
Reports

Client Diagnosis

Diagnosis At Admission

Diagnosis Type	Code	Specifier	Description

Diagnosis At Discharge

Diagnosis Type	Code	Description	Specifier	Priority	Actions

[Add New Diagnosis Level](#)

Select Diagnosis Level: Axis I ▼

Select/Edit Diagnosis: Acculturation problem (V62.40) ▼

Priority: ▼

Specifier:

Cancel Save Finish Previous Next

Done Internet

7. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the Client Activity List screen.
 - o **Save:** Saves the **Diagnosis** screen and updates the **Diagnosis At Discharge** table.
 - o **Finish:** Will save the **Diagnosis** screen and you will be taken back to the **Diagnosis Profile** screen.
 - o **Previous:** If you have clicked the **Add New Diagnosis Level** link and provided any information, the system will ask you to save or cancel the changes before you can proceed.
 - o **Next:** Saves the screen contents and takes you to the **Substance Abuse** screen.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

AKAIMS User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Doe, John | M1198990D996100 | Case #: 2

Print View Help Logout

Client Diagnosis

Diagnosis At Admission

Diagnosis Type	Code	Specifier	Description

Diagnosis At Discharge

Diagnosis Type	Code	Description	Specifier	Priority	Actions
Axis I	V62.40	Acculturation problem			Review Delete

Add New Diagnosis Level

Select Diagnosis Level:

[Finish](#) [Previous](#) [Next](#)

Done Internet

Substance Abuse

This screen is used to capture the substances used by the client at time of discharge.

1. **Primary:** Substance will be pre-populated based on the data that was put into the **Admissions** module.
2. **Secondary:** Substance will be pre-populated based on the data that was put into the **Admissions** module.
3. **Substances** will be pre-populated from the **Admission** module. Edit the **Severity**, **Frequency**, and **Method** as needed to reflect the status at **Discharge**. You cannot have a secondary substance without a primary substance.
4. **Discharge Parameters** must be filled in as appropriate.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Doe, John | M1198990D996100 | Case #: 2

Print Report Print View Help Logout

Client Discharge for Doe, John

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:	None	Not Applicable	N/A	N/A
Secondary:	None	Not Applicable	N/A	N/A
Tertiary:	None	Not Applicable	N/A	N/A

of DAYS since LAST use of the substances indicated above: Primary Secondary Tertiary

Was Methadone Maintenance Part of TX ☐

Does Client Currently Use Tobacco ☐

Discharge Parameters

Discharge Status: Treatment ☐

Post-Discharge Case Management Yes ☐ # of Days

Prognosis ☐

Was a family member involved ☐

Was Concerned Person Involved ☐

Codependent/Collateral ☐

Psychiatric Follow-up

Cancel Save Finish Previous Next

5. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the Client Activity List screen.
 - o **Save:** Saves the **Discharge Profile** information.
 - o **Finish:** Will save the Discharge Profile screen and you will be taken back to the **Client Activity List** screen.
 - o **Next:** Saves the screen contents and takes you to the **Treatment Summary** screen.

The screenshot displays the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test2.akaims.org>. The page title is "AKAIMS - Microsoft Internet Explorer".

The top navigation bar includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Doe, John | M1198990D996100 | Case #: 2), and links for Print Report, Print View, Help, and Logout.

The sidebar menu on the left lists various navigation options: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Notes, Treatment, Outcomes, Discharge, Profile, Legal, Status, Diagnosis, Tx Summary, Consent, Referrals, Episode List, System Administration, My Settings, and Reports. The "Discharge" option is currently selected.

The main content area is titled "Client Discharge for Doe, John" and "Substance Abuse". It contains a table for recording substance abuse information:

Rank	Substance	Severity	Frequency	Method
Primary:	Cannabis	Non-dependant	N/A	N/A
Secondary:	None	Not Applicable	N/A	N/A
Tertiary:	None	Not Applicable	N/A	N/A

Below the table, there are input fields for "# of DAYS since LAST use of the substances indicated above:" with values for Primary (1), Secondary (1), and Tertiary (1). There are also checkboxes for "Was Methadone Maintenance Part of TX" and "Does Client Currently Use Tobacco" (Cigarettes).

The "Discharge Parameters" section includes fields for "Discharge Status: Treatment", "Post-Discharge Case Management" (Yes/No), "Prognosis", "Was a family member involved" (No), "Was Concerned Person Involved", "Codependent/Collateral" (No), and "Psychiatric Follow-up".

At the bottom of the form, there are five buttons: Cancel, Save, Finish, Previous, and Next.

Treatment Summary

1. The **Presenting Problem** will pre-populate from the **Intake** module.
2. Answer the questions at the top of the screen as appropriate. Fields highlighted in light yellow are required for state reporting.
3. Complete the field on Strengths, Abilities, Needs, etc.
4. The **Program Enrollment** table will pre-populate if the information was entered in the **Program Enrollment** screen under the **Admission** module.
5. **Services Rendered** will pre-populate if the information was entered in the **Encounter** module.
6. **Complete** the Recommendations field.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

AKAIMS

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Doe, John | M11989900996100 | Case #: 2

Print Report Print View Help Logout

Home Page
Agency ▶
Client List ▼
Client Profile ▶
Non-Episode Contact
Activity List ▼
Intake
Wait List
Tx Team
AK Screening Tool ▶
Assessments ▶
Admission ▶
Notes ▶
Treatment ▶
Outcomes ▶
Discharge ▼
Profile
Legal
Status
Diagnosis
Substance Abuse
Tx Summary
Consent
Referrals
Episode List
System Administration ▶
My Settings ▶
Reports

Client Discharge for Doe, John

Treatment Summary

Presenting Problem (In Client's Own Words): test

At Least 75% of Treatment Plan Goals Met ☐

Did Client Receive HIV/AIDS Risk Assessment ☐

Did Client Receive HIV/AIDS Education ☐

Did Client Receive HIV/AIDS Risk Reduction Counseling ☐

FAS Education Given ☐

Hepatitis C Education Given ☐

TB Education Given ☐

Referral for TB Testing ☐

Strengths, Abilities, Needs, and Preferences of Person Served - Client Statement Regarding Progress

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes

Services Rendered

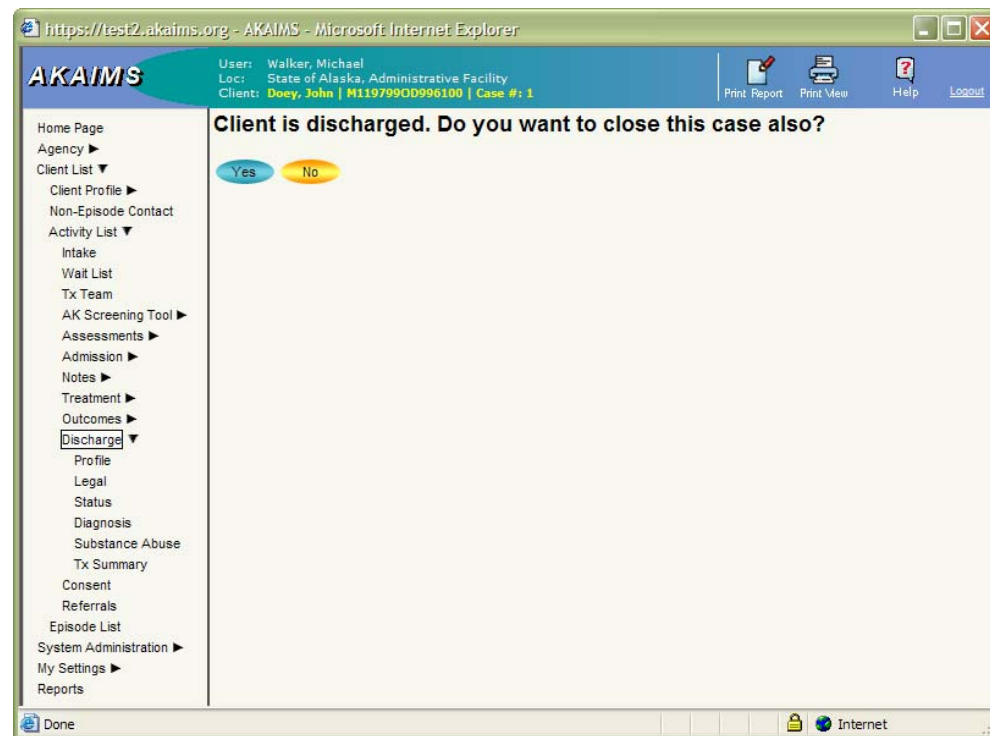
Service	# of Sessions

Recommendations

Cancel Save Finish Previous

Done Internet

7. **Depending** on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to **Discharge Profile**.
 - o **Save:** Saves the **TX Summary** information.
 - o **Finish:** Will Discharge the client.
 - o **Previous:** Saves the screen contents and takes you back to the **Substance Abuse** screen.
8. **Client is Discharged:** Click the **Yes** or **No** button to either close the case or not.



Consent

Path: Client List → Select or Create Client → Activity List → Consent

Prerequisite: You must have;

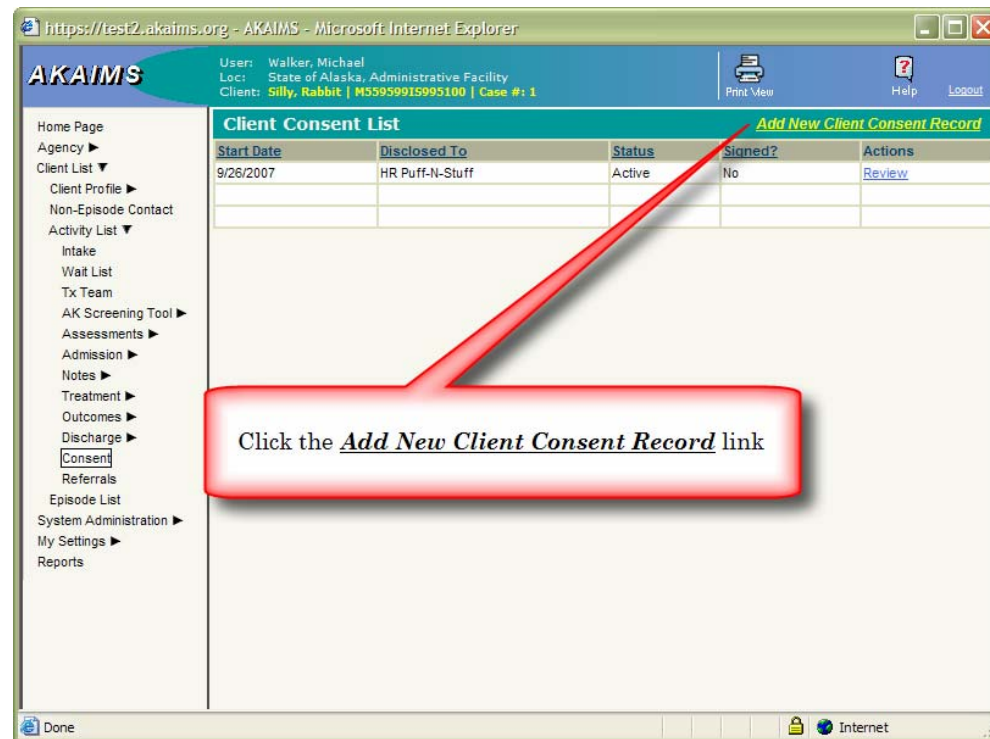
- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake.
- ✓ A signed Release of Information (ROI) / consent form on file.

Introduction

If a client needs to be referred to another agency, the client's written consent is required before sharing any information with outside agencies. **Consents** are also known as a Release of Information (ROI). In AKAIMS, you will need to setup **Disclosure Agreements** first for each agency with whom you intend to share client information.

1. Click **Consent** from the left menu. This will display the **Client Consent List** where you will see any existing consents.
2. To create a new consent, click the **Add New Client Consent Record** link.

Note: This section is only applicable to AKAIMS users who are making a client referral.



3. This will open the **Client Disclosure Agreement** screen.
4. The **Entities with Disclosure Agreements** field is populated with a list of Agencies for which an **Agency Disclosure Agreement** has been created. (See the **Agency Disclosure** section of this manual.)
5. If you select an agency from the **Entities with Disclosure Agreements** drop down list box (DDLB), it will populate the **Disclosed To Agency** field with that agency's name. If no agency is selected in the DDLB, then the **Disclosed To Agency** field will contain the text **Non-System Agency** by default.
6. **Disclosed To Agency:** Populated with a list of agencies that use AKAIMS. If it becomes necessary to disclose client information with agencies that are not in the DDLB, you must select **Non System Agency**.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M559599IS995100 | Case #: 1

Print Report Print View Help Logout

AKAIMS

Client Disclosure Agreement

Note: Consented information may not be redisclosed.

Client Name: Silly, Rabbit
Client ID: M559599IS995100

Disclosed From Agency: State of Alaska

Entities with Disclosure Agreements: [Non System Agency]

Disclosed To Agency: Non System Agency

Disclosed To Entity (Non System Agency):

Purpose for disclosure:

Consent Date: 10/5/2007

Has the client signed the paper agreement form: No

Client Information Options: Admission, AK Status Review, ATR Interview, Behavioral Health Assessment, CASI Scores, Client Information (Profile), Client Screening, DENS ASI Assessment, DENS ASI Lite, Discharge, GPRA Assessment

Consent Expires Upon: Discharge(UD) +Days, Date Signed(DS) +Days, Other Event(OE) Exp, Crim Just Cond (CJC) Exp

Disclosure Selection: Description, Other Disclosures

Comments:

Cancel Save Finish

Done Internet

7. **Disclosed to Entity (Non System Agency):** If **Non-System Agency** was selected in the **Disclosed to Agency** field, enter the name of the agency in this field.
8. **Purpose of Disclosure:** Enter the reason for disclosure.
9. **Consent Date:** Format MM/DD/YYYY. Defaults to today's date. This date can be changed if necessary.
10. **Has the client signed the paper agreement form:** Choose **Yes** or **No**. If **No** is entered, then you will not be able to complete a referral for the client to another agency, and the **Signed Consents DDLB** on the **Client Referral** screen will contain no information.

The screenshot shows the AKAAMS Client Disclosure Agreement form in a web browser window. The browser address bar shows "https://test2.akaams.org - AKAAMS - Microsoft Internet Explorer". The user is logged in as "Walker, Michael" with location "State of Alaska, Administrative Facility" and client "Silly, Rabbit | M559599IS995100 | Case #: 1".

The form title is "Client Disclosure Agreement". A note states: "Note: Consented information may not be redisclosed." The client name is "Silly, Rabbit" and the client ID is "M559599IS995100". The disclosed from agency is "State of Alaska".

The form includes the following fields and options:

- Entities with Disclosure Agreements:** A dropdown menu.
- Disclosed To Agency:** A dropdown menu with "Non System Agency" selected.
- Disclosed To Entity (Non System Agency):** A text input field.
- Purpose for disclosure:** A text input field.
- Consent Date:** A date field with "10/5/2007" entered.
- Has the client signed the paper agreement form:** A dropdown menu with "No" selected.
- Client Information Options:** A list of checkboxes for various services: Admission, AK Status Review, ATR Interview, Behavioral Health Assessment, CASI Scores, Client Information (Profile), Client Screening, DENS ASI Assessment, DENS ASI Lite, Discharge, and GPRA Assessment. "GPRA Assessment" is checked.
- Consent Expires Upon:** Three options: Discharge(UD), Date Signed(DS), and Other Event(OE). Each has a "+Days" field and an "Exp" field.
- Disclosure Selection:** A large text area for selecting disclosures.
- Description:** A text input field.
- Comments:** A text input field.
- Other Disclosures:** A text input field.

At the bottom right, there are buttons for "Cancel", "Save", and "Finish".

11. **Consent Options:** An expiration date must be associated with EACH body of data selected for consent. Select the option in the left hand box, click on the appropriate choice from the **Consent Expires Upon** options, and then click on the right pointing arrow to move the selections to the right hand box. Remember that if you hold down the ctrl key, you may select more than one option at a time.

- o **Discharge:** The consent will expire based on the date of discharge + the number of days entered. You may enter 0 here.
- o **Date Signed:** The consent will expire based on the Consent Date + the number of days entered. You may enter 0 here.
- o **Other Event:** The consent will expire based on some specified event. The user must specify the date of expiration and fill in the Description box.
- o **Criminal Justice Condition:** The consent will expire based on a criminal justice condition. The user must specify the date of expiration.

12. **Description:** This field becomes required only if the **Other Event** or the **Crim Just Cond** radial buttons are selected when attempting to move items from the **Client Information Options** list box to the **Disclosure Selection** list box.
13. **Comments:** Comments may be entered in this text box.
14. **Disclosure Selection:** This section is populated in the following ways; if there is an existing **Disclosure Agreement** between agencies this field will by default contain those items selected in that agreement and begin counting the days to expire from the value of the **Consent Date** field. The field contents can be modified to suit the client and agency needs by selectively adding or removing items from the list. If any option was moved into the **Disclosure Selection** field by mistake, highlight it and then click the left arrow mover box to remove the item(s). The selection(s) will then be returned to the **Client Information Options** box.

The screenshot shows the 'Client Information Options' window. On the left is a list box containing the following items: Admission, AK Status Review, ATR Interview, Behavioral Health Assessment, CASI Scores, Client Information (Profile), Client Screening, DENS ASI Assessment, DENS ASI Lite, Discharge, and GPRA Assessment. To the right of this list is a section titled 'Consent Expires Upon' which contains four radio buttons: 'Discharge(UD)', 'Date Signed(DS)', 'Other Event(OE)', and 'Crim Just Cond (CJC)'. Each radio button is followed by a '+Days' field and an 'Exp' field. To the right of these is a large empty box titled 'Disclosure Selection'. At the bottom of the window are two text boxes: 'Comments' and 'Other Disclosures'.

15. Depending on your needs, clicking the indicated buttons produces the following results:

- o **Cancel:** Will take you back to the **Client Consent List** screen with no new entry being listed.
- o **Save:** Saves the **Client Consent** screen contents.
- o **Finish:** Will save the **Client Consent** screen contents and you will be taken back to the client's **Client Consent List** screen.

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://test2.akaims.org>. The page title is "AKAIMS - Microsoft Internet Explorer".

The user information at the top right indicates: User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M559599IS995100 | Case #: 1. There are links for Print Report, Print View, Help, and Logout.

The left sidebar contains a navigation menu with the following items: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Notes, Treatment, Outcomes, Discharge, Consent (highlighted), Referrals, Episode List, System Administration, My Settings, and Reports.

The main content area is titled "Client Disclosure Agreement". It includes a note: "Note: Consented information may not be redisclosed." and client information: Client Name: Silly, Rabbit; Client ID: M559599IS995100; Disclosed From Agency: State of Alaska.

The form contains several sections:

- Entities with Disclosure Agreements:** A dropdown menu showing "Rik's new test agency".
- Disclosed To Agency:** A dropdown menu showing "Rik's new test agency".
- Disclosed To Entity (Non System Agency):** A text input field.
- Purpose for disclosure:** A text input field containing "Test".
- Consent Date:** A date field showing "10/5/2007".
- Has the client signed the paper agreement form:** A dropdown menu showing "Yes".
- Client Information Options:** A list of checkboxes for various assessments: Behavioral Health Assessment, CASI Scores, Client Information (Profile), Client Screening, DENS ASI Assessment, DENS ASI Lite, Discharge, GPRA Assessment, Intake Transaction, Mental Status Report, and TAP Assessment.
- Consent Expires Upon:** Three radio button options: Discharge(UD), Date Signed(DS), and Other Event(OE). Each has a corresponding "Exp" field.
- Disclosure Selection:** A list of checkboxes for disclosure types: Admission (UD, +33), AK Status Review (UD, +33), and ATR Interview (UD, +33).
- Description:** A text input field.
- Comments:** A text input field.
- Other Disclosures:** A text input field.

At the bottom right of the form are three buttons: Cancel, Save, and Finish.

Referrals

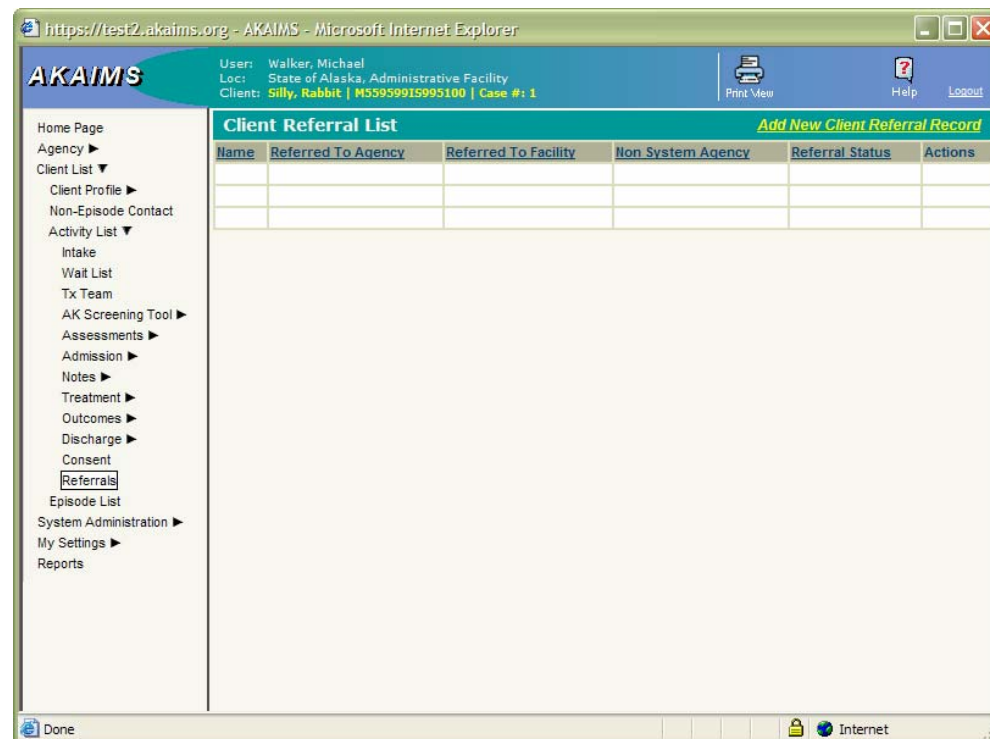
Path: Client List → Select or Create
Client → Activity List → Referrals

Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake.
- ✓ Verified a signed written consent from client exists.

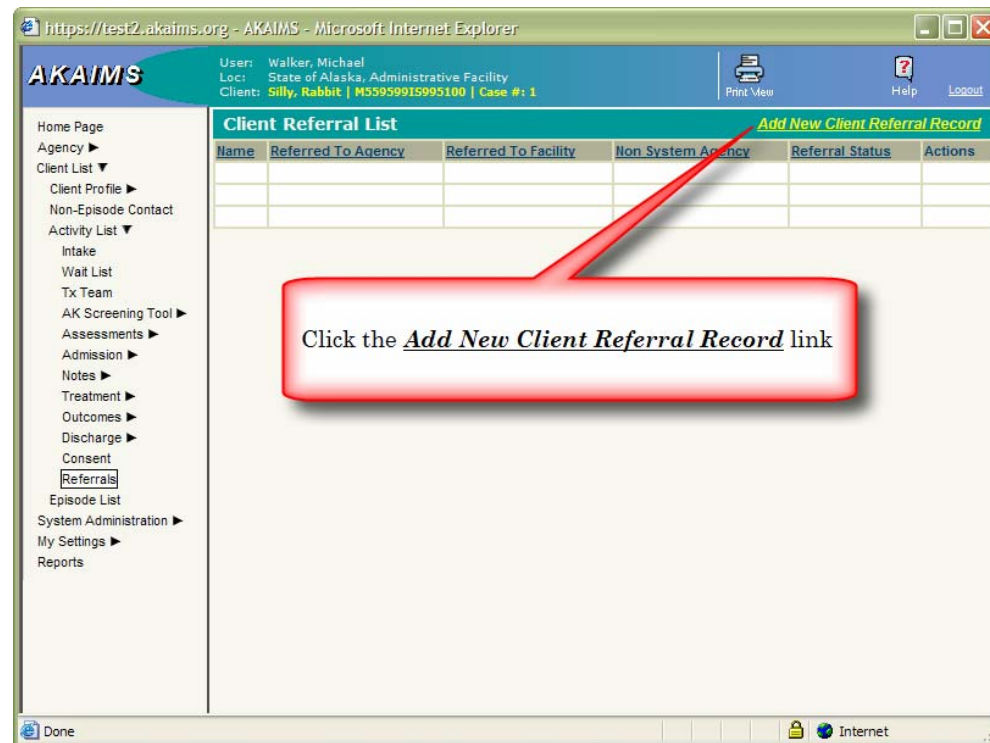
Introduction

A referral is required to send information about a client to another agency. Referrals cannot occur in AKAIMS if there is no active consent on record. Once the system contains an active consent/Release of Information (ROI) then the host agency can elect to share approved client information with another agency. It is important to note that information is shared for a finite period of time and that the receiving agency is then responsible to collect and note case information that is pertinent to their treatment of the client referred. Information gathered and compiled by the receiving agency is not automatically shared back to the host agency.



1. Once the client is selected, click **Referrals** from the left menu. The **Referrals** menu item can be found under the expanded **Activity List** menu.
2. Your screen will refresh and you will be shown any existing referrals for the client.
3. To add a referral for the client, click the yellow underlined **Add New Client Referral Record** link.

Note: There are two methods of initiating a referral. There is a known problem when using the yellow underlined **Create Referral Using this Client Disclosure Agreement** link. Please do not use this link. In the future, this link will become fully functional and a notice will be sent to that effect. Until then, use the Referrals menu item on the left side of the screen.



4. This will open the **Client Referral** screen.
5. **Referred By:**
 - o **Agency:** Pre-populated with the agency you are currently logged into, and read only.
 - o **Facility:** Pre-populated with the facility you are currently logged into, and read only.
 - o **Staff Member:** Pre-populated with the name of the user currently logged into the system, and read only.
 - o **Program:** This Drop-down list box (DDL) is populated with the programs in which the client is enrolled.
 - o **Reason:** This DDLB is populated with a selection of possible reasons for which the client is being referred.
 - o **If Other:** Free form text box for the reason for referral.
 - o **Comments:** Free form text box that allows space for comments associated with the referral.
 - o **Referral Status:** Select the appropriate entry from the drop down list.
 - o **Date of Referral:** Enter the date for the referral. This

The screenshot shows the AKAIMS web application in a Microsoft Internet Explorer browser window. The address bar displays "https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer". The header bar includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M55959015995100 | Case #: 1), and navigation links (Print Menu, Help, Logout).

The main content area is titled "Client Referral for Silly, Rabbit". It contains the following sections:

- Referred By:**
 - Agency: State of Alaska
 - Facility: Administrative Facility
 - Staff Member: Walker, Michael
 - Program: [Dropdown]
 - Reason: [Dropdown]
 - If Other: [Text Box]
- Referred To:**
 - Signed Consents: [Dropdown]
 - Agency: State of Alaska
 - Facility: [Dropdown]
 - Staff Member: [Dropdown]
 - Program: [Dropdown]
- Comments:** [Text Area]
- Referral Status:** [Dropdown] (Currently set to "Referral Created/Pending")
- Date of Referral:** [Text Box]
- Created Date:** 10/5/2007 9:02 AM
- Consents Granted:** [Text Area]

At the bottom right of the form, there are three buttons: "Cancel", "Save", and "Finish". The sidebar on the left contains a list of navigation options: Home Page, Agency, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, AK Screening Tool, Assessments, Admission, Notes, Treatment, Outcomes, Discharge, Consent, Referrals, Episode List, System Administration, My Settings, and Reports.

field defaults to blank, allowing you to enter a date other than today.

- o **Created Date:** Date the referral record was created. This field is populated when the yellow **Add New Client Referral Record** link is selected on the previous screen.

6. Referred To:

- o **Signed Consents:** Populated with a list of agencies and/or **Non-System Agencies** for which an **Agency Disclosure Agreement** has been created. When you select an agency from this list it will auto-fill the **Agency** field below and grayed out. If the **Signed Consents DDLB** is
- o **Agency:** If the **Signed Consents DDLB** is left blank the default entry for this field will be **Non System Agency**.
- o **Facility:** Populated with the **Signed Consent** and **Agency Disclosure Agreement**.
- o **Staff Member:** This drop-down list box is populated with a list of staff members that are associated with the

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M55959015995100 | Case #: 1

Print Menu Help Logout

Client Referral for Silly, Rabbit

Referred By

Agency: State of Alaska
Facility: Administrative Facility
Staff Member: Walker, Michael
Program:
Reason: Client declined
If Other:
Comments:
Referral Status: Referral Created/Pending
Date of Referral: 10/04/2007
Created Date: 10/5/2007 9:02 AM

Referred To

Signed Consents: Rik's new test agency
Agency: Rik's new test agency
Facility:
Staff Member:
Program:
Consents Granted:
Consent Date: 10/5/2007
Disclosure Domains:
Cancel Save Finish

agency to which the client is being referred.

- o **Consents Granted:** This list box is populated by the consents granted in the **Agency Disclosure Agreement** and/or the **Client Consent Agreement** and is not populated until the **Referred To** section of this screen is completed and the **Save** or **Finish** buttons are clicked.
7. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the **Client Referral** screen with no new entry being listed.
 - o **Save:** Saves the **Client Referral** screen contents and populates the **Consents Granted** list box.
 - o **Finish:** Will save the **Client Referral** screen contents and populates the **Consents Granted** list box; you will be taken back to the client's **Client Referral List** screen. Notice that the new client referral is placed in the table.

https://test2.akaims.org - AKAIMS - Microsoft Internet Explorer

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M55959015995100 | Case #: 1

Print Menu Help Logout

AKAIMS

Home Page
Agency ▶
Client List ▼
Client Profile ▶
Non-Episode Contact
Activity List ▼
Intake
Wait List
Tx Team
AK Screening Tool ▶
Assessments ▶
Admission ▶
Notes ▶
Treatment ▶
Outcomes ▶
Discharge ▶
Consent
Referrals
Episode List
System Administration ▶
My Settings ▶
Reports

Client Referral for Silly, Rabbit

Referred By

Agency State of Alaska
Facility Administrative Facility
Staff Member Walker, Michael
Program
Reason Client declined
If Other

Referred To

Signed Consents Rik's new test agency
Agency Rik's new test agency
Facility
Staff Member
Program

Consents Granted
Consent Date: 10/5/2007
Disclosure Domains:

Comments

Referral Status Referral Created/Pending
Date of Referral 10/04/2007
Created Date 10/5/2007 9:02 AM

Cancel Save Finish

Done Internet

Agency Disclosure Agreement

Path: Agency → Relationships → Disclosure

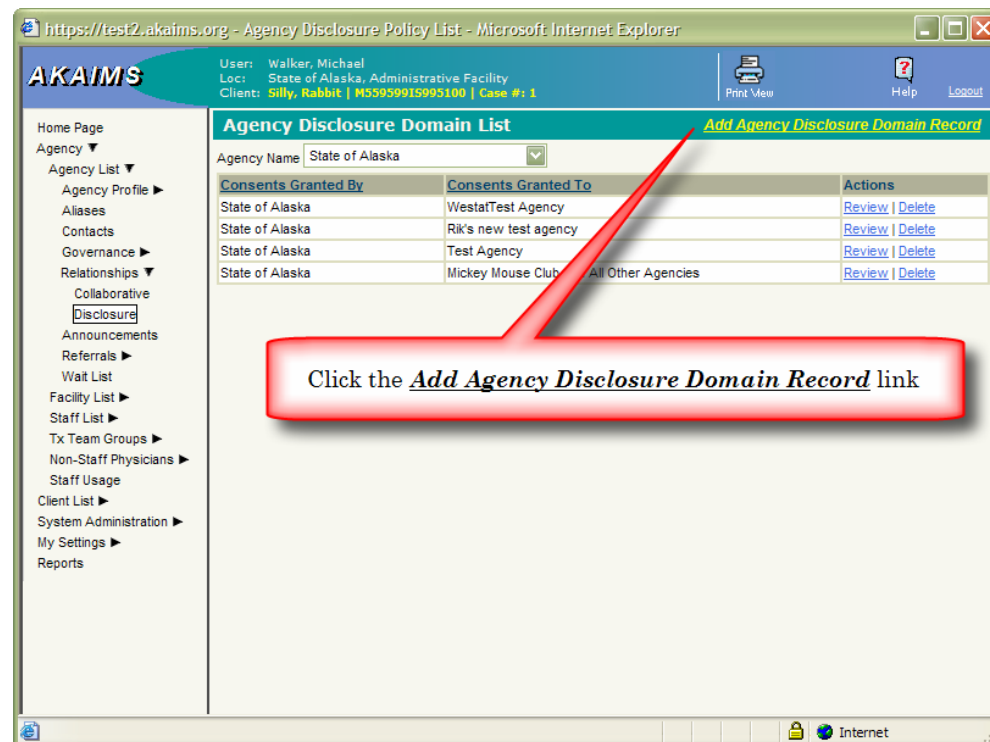
Prerequisite: You must have;

- ✓ Logged into the system.
- ✓ Selected a facility.

Introduction

Agency Disclosure Agreements are useful in that they allow for the establishment of a relationship between agencies with a view towards the future collaboration of treatment and ease the sharing of client information. These relationships once set-up can be revoked or modified to suit the users needs.

1. Click the **Add Agency Disclosure Domain Record** link.
2. This will open the **Agency Disclosure Domain** screen.



3. **Disclosing Agency:** This drop down list box (DDLb) will populate with the name of the agency to which you are logged into. Select the name of the agency from which disclosures are to be made.
4. **Receiving Agency:** The Default setting for this field is **Global Policy** or **Non System**. The DDLb will contain a listing of all agencies that are using AKAIMS. Select from this list the agency to which you will be disclosing client information.
5. **Receiving Entity** (Non System Agency): If the receiving agency is not in the system, enter the name of that agency here.
6. **Global Policy** (Available to All Agencies): Choose **Yes** or **No**. the default setting for this field is **Yes**.
7. **Always Verify Consent?** Choose **Yes** or **No**.

The screenshot shows the AKAIMS web application in Microsoft Internet Explorer. The browser address bar displays "https://test2.akaims.org - AgencyConsentPolicy - Microsoft Internet Explorer". The AKAIMS logo is in the top left corner. The top navigation bar includes the user name "Walker, Michael", location "State of Alaska, Administrative Facility", client information "Silly, Rabbit | M55959015995100 | Case #: 1", and links for "Print Menu", "Help", and "Logout".

The main content area is titled "Agency Disclosure Domain" and contains the following fields:

- Disclosing Agency:** A dropdown menu.
- Receiving Agency:** A dropdown menu with the default value "Global Policy or Non System".
- Receiving Entity(Non System Agency):** A text input field.
- Global Policy? (Available To All Agencies):** A dropdown menu with the default value "Yes".
- Always Verify Consent?:** A dropdown menu.

Below these fields is the "Disclosure Domain Selection" section, which is divided into three columns:

- Consent Options:** A list of checkboxes for "Admission", "AK Status Review", "ATR Interview", "Behavioral Health Assessment", "CASI Scores", and "Client Information (Profile)".
- Consent Expires Upon:** Two radio buttons for "Discharge(UD)" and "Date Signed(DS)", each followed by a "+Days" input field.
- Selected Options:** A list box for selecting the consent options.

At the bottom of the form are three buttons: "Cancel", "Save", and "Finish".

8. **Consent Options:** Select the item(s) to be shared from this list.
9. **Consent Expires Upon:**
 - o Choose either **Discharge** or **Date Signed**.
 - o Enter a number. This number represents the number of days that the shared information will be accessible. An example is that if **Discharge** radio button was selected and 30 was entered in the **+Days** field, the information would be available for 30 days after the client was discharged. If no number is entered here then the shared information will not be available upon the client's discharge.
 - o Click the **Right Mover Button**. This will move the **Consent Options** item selection into the **Selected Options** list box with the appropriate expiration count.

https://test2.akaims.org - AgencyConsentPolicy - Microsoft Internet Explorer

AKAIMS

User: Walker, Michael
Loc: State of Alaska, Administrative Facility
Client: Silly, Rabbit | M55959015995100 | Case #: 1

Print Menu Help Logout

Agency Disclosure Domain

Disclosing Agency: State of Alaska
Receiving Agency: Global Policy or Non System
Receiving Entity(Non System Agency): Mikes Test Agency
Global Policy? (Available To All Agencies): Yes
Always Verify Consent?: Yes

Disclosure Domain Selection

Consent Options	Consent Expires Upon	Selected Options
AK Status Review ATR Interview Behavioral Health Assessment CASI Scores Client Information (Profile) Client Program Enrollment	☐ Discharge(UD) +Days 30 ☐ Date Signed(DS) +Days	Admission (UD, +30)

Cancel Save Finish

10. Depending on your needs, clicking the indicated buttons produces the following results:
- o **Cancel:** Will take you back to the **Agency Disclosure Domain List** screen with no new entry being listed.
 - o **Save:** Saves the **Agency Disclosure Domain** screen contents.
 - o **Finish:** Will save the **Agency Disclosure Domain** screen contents and you will be taken back to the client's **Agency Disclosure Domain List** screen. Notice that the new agency disclosure is placed in the table.

The screenshot shows the AKAIMS web application in Microsoft Internet Explorer. The browser address bar displays "https://test2.akaims.org - AgencyConsentPolicy - Microsoft Internet Explorer". The page header includes the AKAIMS logo, user information (User: Walker, Michael; Loc: State of Alaska, Administrative Facility; Client: Silly, Rabbit | M55959015995100 | Case #: 1), and links for Print View, Help, and Logout.

The main content area is titled "Agency Disclosure Domain". It contains the following fields:

- Disclosing Agency: State of Alaska (dropdown)
- Receiving Agency: Global Policy or Non System (dropdown)
- Receiving Entity(Non System Agency): Mikes Test Agency (text input)
- Global Policy? (Available To All Agencies): Yes (dropdown)
- Always Verify Consent?: Yes (dropdown)

Below these fields is the "Disclosure Domain Selection" section, which is divided into three columns:

Consent Options	Consent Expires Upon	Selected Options
☐ AK Status Review	☐ Discharge(UD) +Days 30	Admission (UD, +30)
☐ ATR Interview	☐ Date Signed(DS) +Days	
☐ Behavioral Health Assessment		
☐ CASI Scores		
☐ Client Information (Profile)		
☐ Client Program Enrollment		

At the bottom of the form are three buttons: Cancel, Save, and Finish.

Appendix A – Job Function Roles and Attributes.

Job Function Roles	Role Attributes	Comment
Agency Administrator	No Assigned Role Attributes	
Case ReOpen	No Assigned Role Attributes	
Clinical (Full Access)	Admission (Full Access) Admission (Read Only) Assessments (Full Access) Assessments (Read Only) Client Profile (Full Access) Client Profile (Read Only) Consent (Full Access) Consent (Read Only) Discharge (Full Access) Discharge (Read Only) Intake (Full Access) Intake (Read Only) Non-Treatment Team Access Notes (Full Access) Notes (Read Only) Outcomes (Full Access) Outcomes (Read Only) Referrals (Full Access) Referrals (Read Only) Screening (Full Access) Screening (Read Only) TxEncounter (Full Access) TxEncounter (Read-Only) TxMedications (Full Access) TxMedications (Read-Only) TxPlan (Full Access) TxPlan (Read Only) Wait List (Full Access) Wait List (Read Only)	When select Clinical (Full Access) Clinical (Read Only) is automatically moved to the Assigned Job Function Roles

Clinical (Read Only)	Admission (Read Only) Assessments (Read Only) Client Profile (Read Only) Consent (Read Only) Discharge (Read Only) Intake (Read Only) Notes (Read Only) Outcomes (Read Only) Referrals (Read Only) Screening (Read Only) TxEncounter (Read-Only) TxMedications (Read-Only) TxPlan (Read Only) Wait List (Read Only)
Code Table Administrator	No Assigned Role Attributes
Facility Administrator	No Assigned Role Attributes
RSS User	No Assigned Role Attributes
Staff Administrator	No Assigned Role Attributes
State Licensing Administrator	No Assigned Role Attributes
State Reporting	No Assigned Role Attributes
WITS Administrator	No Assigned Role Attributes

When select WITS Administrator automatically
assigned job function roles of:
Agency Administrator
Code table Administrator
Staff Administrator

Appendix B – Encounters Service Code Descriptions

- 80100 - Drug Screen; Multiple Drug Classes
- 90801 - Psychiatric diagnostic interview examination
- 90802 - Interactive psychiatric diagnostic interview examination using play equipment, physical devices, language interpreter, or others
- 90804 - Individual Psychotherapy - Insight Oriented
- 90805 - Psychotherapy w/Med Mgmt 20-30 min
- 90806 - Individual Psychotherapy 1hr
- 90807 - Psychotherapy w/Med Mgmt 45-50
- 90808 - Individual psychotherapy, insight oriented, behavior modifying and/or supportive, in an office or outpatient facility, approx. 75 to 80 minutes, face-to-face with the patient.
- 90810 - Individual Psychotherapy - Interactive
- 90846 - Family Psychotherapy w/o patient 1hr
- 90847 - Family psychotherapy (conjoint psychotherapy) with patient present
- 90849 - Multiple-Family group psychotherapy
- 90853 - Group psychotherapy (other than multi-family group)
- 90862 - Pharmacologic Management
- 90862HF - Medication Management (for Substance Abuse Medicaid)
- 90885 - Psychiatric evaluation of hospital records, other psychiatric reports, psychometric and/or projective tests, and other accumulated data for medical diagnostic purposes.
- 90887 - Treatment Team Advisory
- 90889 - Preparation of forms
- 90899 - Miscellaneous
- 96100 - Psychological Testing
- 99205 - Psychiatric Assessment, new patient
- 99245 - Office consultation for a new or established patient, which requires: a comprehensive history; a comprehensive examination; and medical decision making of high complexity.
- 99371 - Telephone call by a physician to patient or for consultation or medical management or for coordinating medical management with other health care professionals.
- 99372 - Telephone call, intermediate
- 99373 - Telephone call, complex or lengthy
- 99402 - Crisis Intervention 30min
- 99404 - Crisis Intervention 1hr
- CDABF - Family involvement training, counseling
- CDACM - Coping skills development assistance, individual
- CDADK - Substance Abuse Therapy
- CDAEP - Behavior modification training, social skills, individual, counseling

- CDAEQ - Social skills assistance group each 60 minutes
- CDAJC - Coping support skill, counseling
- CDAKQ - Social skills assistance group each 15 minutes
- CDBAP - Psychological testing, brief assessment, Testing, evaluation and interpretation
- CDBAQ - Psychological testing, comprehensive, Testing, evaluation and interpretation
- CDBAS - Neuropsychological testing, Testing, evaluation and interpretation
- H0001 - Alc and/or drug assessment
- H0002 - Behavioral health screening to determine eligibility for admission to treatment program
- H0003 - Alc and/or drug screening; laboratory analysis of specimens for presence of alcohol and/or drugs
- H0004 - Behavioral health counseling and therapy, per 15 min.
- H0005 - Alc &/or drug services; group counseling by a clinician
- H0006 - Alc &/or drug services; case management
- H0007 - Alc &/or drug services; crisis intervention (outpatient)
- H0008 - Alc &/or drug services; sub-acute detoxification (hospital inpatient)
- H0009 - Alc &/or drug services; acute detoxification (hospital inpatient)
- H0010 - Alc &/or drug services; sub-acute detoxification (residential addiction program inpatient)
- H0011 - Alc &/or drug services; acute detoxification (residential addiction program inpatient)
- H0012 - Alc &/or drug services; sub-acute detoxification (residential addiction program outpatient)
- H0013 - Alc &/or drug services; acute detoxification (residential addiction program outpatient)
- H0014 - Alc &/or drug services; ambulatory detoxification
- H0015 - Alc &/or drug intervention service (planned facilitation)
- H0016 - Alc &/or drug services; medical/somatic (medical intervention in ambulatory setting)
- H0017 - Behavioral health; residential (hospital residential treatment program), without room and board, per diem
- H0018 - Behavioral health; short-term residential (non hospital residential treatment program) without room and board, per diem
- H0019 - Behavioral health; long term residential (non-medical, non-acute care in residential tx program; stay usually > 30 days), without room and board, per diem
- H0020 - Alc &/or drug services; methadone administration and/or service (provision of the drug by a licensed program)
- H0021 - Alc &/or drug training service (for staff and personnel not employed by providers)
- H0022 - Alc &/or drug intervention
- H0023 - Behavioral health outreach service (planned approach to reach a targeted population)
- H0024 - Behavioral health prevention info dissemination service (1-way direct or indirect contact w/service audiences to affect knowledge/attitude)
- H0025 - Behavioral health prevention education service (delivery of services with target population to affect knowledge, attitude, and/or behavior)
- H0026 - Alc &/or drug prevention process service, community-based (delivery of services to deliver skills of impactors)
- H0027 - Alc &/or drug prevention environmental service (external activities for modifying systems to main stream thru policy/law)
- H0028 - Alc &/or drug prevention problem ID and referral service (student & employee assistance); excluding assessment

- H0029 - Alc &/or drug prevention alternatives service (services for populations that exclude alcohol and other drug use e.g. alcohol free social events)
- H0030 - Behavioral health hotline service
- H0031 - Mental Health assessment, by non-physician
- H0033 - Oral medication administration, direct observation
- H0047 - Alc &/or other drug abuse services, not otherwise specified
- H0048 - Alc &/or other drug testing: collection and handling only, specimens other than blood
- H2012 - Behavioral health day treatment, per hour
- H2034 - Alc &/or drug abuse halfway house services, per diem
- H2035 - Alc &/or drug treatment program per hour
- H2036 - Alc &/or drug treatment program, per diem
- H2037 - Developmental delay, prevention activities, dependent child of client, per 15 min
- NONE - None
- OTHM - Medicaid service, see progress notes.
- S9484 - Crisis intervention mental health services
- T1006 - Alc &/or substance abuse services, family/couple counseling
- T1007 - Alc &/or substance abuse services, treatment plan development and/or modification
- T1009 - Child sitting services for the children of the individual receiving alcohol and/or substance abuse
- T1010 - Meals for individuals receiving alc &/or sa services (when meals aren't included in the program)
- T1012 - Alc and/or substance abuse services, skills development
- T1013 - Sign language or oral interpreter for alc &/or substance abuse services
- T1016 - Case Management

Appendix C – FAQs

Module: Client Profile

Issue:

In the past we had a work around for when a client would not provide a SSN do we now have to go back and change all of these fake SSN to 999-99-9999?

Solution:

- No, but once the 999-99-9999 enhancement goes live in October 2007 you need to start using it
- You should keep a record of the work around that your Agency used prior to October 2007 so that you can easily determine who has fake SSN entered

Module: Client Search

Issue:

There are clients whose name appears in red font on the Client Search screen. What is causing it and how do I remove it?

Solution:

1. Log into AKAIMS as usual
2. Click on Client List from the left menu
3. Click the blue oval Go button (you will now see a prompt just above the green Client Search bar informing you that "Clients whose names are in RED are clients who currently have active alert notes")
4. In the Client List screen, click on Activity List under the Actions column on the same line where you see a client's name in red
5. Click on Notes from the left menu
6. Click Review under the Actions column on the Notes List screen for each note highlighted in light yellow
7. In each case where you see Yes selected in the Alert field, click Remove Alert, if you are certain the alert is no longer needed
8. Don't forget to click the blue oval Finish button
9. When you have completed this process, that client's name should no longer be displayed in red on the Client List
10. NOTE: The gray Alert field defaults to No, unless someone deliberately clicks "Mark Alert", which then auto-populates that field with Yes and changes the wording to "Remove Alert". Clicking "Remove Alert" will result in the Alert field auto-populating with No.

Issue:

If an individual comes up as having already been entered into the AKAIMS by having been seen at another facility in AK but does not remember where (TBI) how do we deal with this?

Solution:

- If the person does not remember the Agency, is there another person and/or guardian who may be able to provide the information? Is there someone else who would know? If not, in the absence of having a referral you will need to add the client to your Agency as a new client.
- Agency staff needs to understand that they should always check the client list before trying to create a new client in AKAIMS.
- If they get a warning as they complete the client profile that the SSN has already been used, they should immediately ask the client, “Have you ever received mental health and/or substance abuse services from this or any other agency in Alaska?”
- If the client says yes and it was at your agency, you already have the client profile and should not start a new one.
- If the client says yes, but it was at another agency (and they know where), you want to get the client’s written consent and work with the other agency so that they can electronically refer the client to your agency, sharing only the info that the client chose to allow. That will take a little bit of time and effort, but then you have the info that has already been collected and entered into AKAIMS and avoid creating a duplicate client.
- If a duplicate client has been entered into AKAIMS, it is up to the provider agency to determine which record they want to keep.
- Then, someone sends Rik an email providing just the unique AKAIMS client ID, specifying that it is a duplicate client ID which should be excluded for reporting purposes.

Module: Emergency Services

Issue:

If an individual receives emergency services but never provides Client Profile info and/or completes the AK screening tool, CSR or other info.....how do we deal with this in terms of AKAIMS?

Solution:

- It is known that there is no easy way to capture non client Emergency Services within AKAIMS
- It is known that a workaround was communicated within the user group when Von Terry was the User Group chair
- The work around allowed for the creation of a fake client record of EMERGENCY CONTACT and then Emergency Services activity would be captured on the Non Episode Contact screen
 - Enter one client with the name Emergency Contact and create dummy information in the initial Client Profile screen. Do not start an Episode, Admission or Program Enrollment. Enter contact information in the Non-Episode Contact screen
- UNLESS
 - At a minimum, if you can obtain the name of the individual in an emergency you can create a record
 - Client Profile screen:
 - If **Gender** is not known you can select Unknown from the drop down list box (DDLb)
 - If **DOB** is unknown you can enter a fake date of 1/1/1900
 - If **SSN** is unknown you can enter 999-99-9999
 - If **Medicaid #** is unknown you can enter N/A
 - **Races, Ethnicity, Special Needs, Education Status**, and **Veteran Status** all have an unknown option
 - Complete only the dark yellow fields
 - Each DDLb has an option of unknown, no response, not applicable, not collected, OR other
- Once the Client Profile and Intake Information screens are completed you can proceed to Consent / Referrals.

Module: Intake

Issue:

How do you capture more than one Source of Referral in the Intake Case Information screen?

Solution:

- The Source of Referral DDLB will allow only one selection and should be used for the primary source of referral
- You can input additional information in the Inter-Agency Service area
- If you still require additional sources of referral to be documented you should come to consensus within your Agency on where you would document this information. Examples: Client Profile - Collateral Contact screen or to Presenting Problems (in Client's Own Words) text box on the Intake Case Information screen. Consistency within your Agency is important.

Module: Program Enrollment

Issue:

Client is enrolled in the wrong program. How do I move the client from one program to another program?

Solution:

- If the Agency has more than one Facility you need to select the correct Facility from the list.
- Select Client List from the left hand AKAIMS menu. Conduct a Client Search and select Go. The Client List area will be populated with search results. Select the Activity List link for the Client you want to move from one program to another.
- Select Admission from the left hand AKAIMS menu. The AKAIMS left hand menu will then expand. Select Program Enroll.
- From the Program Enrollment screen you can change the current Program Name by selecting the appropriate Program Name from the drop down list box. After you select the new program name, select **Save**.
- The selected client will now be enrolled in the appropriate program

Module: Encounters – Why

Issue:

Encounters - “Why do we have to enter encounters?”

Solution:

- Encounters are required to identify activity as outlined in some of the quarterly report questions
- Demo provided
- Refer to the Minimal Data Set Requirements document found on the support site in the following location
<http://support.akaims.org/training.htm>
- Understand that there is a need for a group notes module. The AKAIMS team is aware of this and it will be developed in the future.

Issue:

The Encounters screen is slow and cumbersome. Is there a way to enter a *Service Code/ Description* without having to use the DDLB?

Solution:

- No, but you can select the first letter or number of the Service Code/ Description and the DDLB will populate with the first instance of the letter or number
- It has been discovered if you type the Service Code/ Description very quickly that it will go directly to it
- An issue has been logged in the AKAIMS issue db under the Change Request (enhancement) category for future discussion, prioritization, and consideration

Issue:

Is there an easier way to populate the *Program Name* on the Encounters screen?

Solution:

- You can select the first letter of a Program Name that you know exists in the Program Name DDLB and it will populate the DDLB with a Program Name where the first instance of the letter

Module: Consent, Referrals, and Disclosures

Issue:

What happens if the client does not consent to release information to AKAIMS / State?

Solution:

- DBH Grantee Providers are required to complete AKAIMS minimal data set (demographics) for all Program Types that are DBH Grant and/or Medicaid funded.

Issue:

What constitutes a referral?

Solution:

- Behavioral Health (SA, MH, and MH/SA) treatment.
- There may be times when you hear of referral to housing, referral to employment etc... This does not constitute a referral.
- Formal referral for Behavioral Health treatment

Issue:

Can you please go through that area of AKAIMS and indicate the required fields and the proper usage of this area in AKAIMS?

Solution:

- Demo provided
- Can also refer to Minimal Data Set Requirements document
- The Referral screen will be more user friendly in the next release of AKAIMS
- AKAIMS Agency – Relationships – Disclosure agreement is an online form comparable to Qualified Service Organization Agreement (sample form is set forth in CSAT/SAMHSA's TAP 24, Appendix B-5). If this is something that you currently do at your Agency this is where you have the capability to replicate in AKAIMS. It is not to serve as a replacement to a signed hard copy Qualified Service Organization Agreement.
- AKAIMS Consent screen is comparable to the Release of Information (ROI) (sample form is set forth in CSAT/SAMHSA's TAP 13, page 17). This screen must be completed prior to creating a Referral. It is not to serve as a replacement to the signed hard copy ROI form.

Issue:

How far back do we need to go back to enter the referrals?

Solution:

- Performance measures require that the first three quarters of data be available for FY08.
- That means that any referrals that have occurred on or after July 01, 2007 must be entered into AKAIMS.
- If you have any questions related to completing the Consent and Referral screens please contact Michael Walker.

Issue:

Does our Agency need to capture referrals to our Infant Learning Program?

Solution:

- No, referrals to Behavioral Health (SA, MH, and MH/SA) treatment only
- There may be times when you hear of referral to housing, referral to employment etc... This does not constitute a referral
- Formal referral for Behavioral Health treatment

Issue:

Are referrals from our Crisis line or Emergency Response required?

Solution:

- It is known that there is no easy way to capture non client Emergency Services within AKAIMS
- It is known that a workaround was communicated within the user group when Von Terry was the User Group chair
- The work around allowed for the creation of a fake client record of EMERGENCY CONTACT and then Emergency Services activity would be captured on the Non Episode Contact screen
- The workaround does not allow for the capturing of Referral data specific to Emergency Service activity
- Until functionality for Emergency Service activity is designed and developed within AKAIMS all Emergency service referrals will have to be captured manually UNLESS
- At a minimum, if you can obtain the name of the individual in an emergency you can create a record and then do the referral.
- Client Profile screen:
 - If **Gender** is not known you can select Unknown from the drop down list box (DDLb)
 - If **DOB** is unknown you can enter a fake date of 1/1/1900
 - If **SSN** is unknown you can enter 999-99-9999
 - If **Medicaid #** is unknown you can enter N/A
 - **Races, Ethnicity, Special Needs, Education Status, and Veteran Status** all have an unknown option
- Intake Case Information screen:
 - Complete only the dark yellow fields
 - Each DDLb has an option of unknown, no response, not applicable, not collected, OR other
- Once the Client Profile and Intake Information screens are completed you can proceed to Consent / Referrals.

Module: General

Issue:

What are the Hardware, Software, and Internet Requirements for AKAIMS?

Solution:*Software*

- Operating System: Windows 2000 Professional or Higher
- Virus Software: Any providing it's a current version with updated definitions
- Browser: Internet Explorer 6.0 or above you can download for free at **<http://www.microsoft.com/windows/ie/downloads/default.asp>**
- Adobe Acrobat Reader 5.0 or higher, for displaying and printing reports.

Hardware:

- CPU: 266 MHz or Higher
- RAM: 64 MB or Higher

Internet

- An internet connection is required, such as dial-up, broadband (cable/DSL), wireless, or LAN (T1, T3, etc.)
- A virus and spyware free environment
- A firewall solution is strongly recommended. Windows XP has a built in software firewall, and Cisco and Linksys offer several firewall solutions.

Module: Security

Issue:

When attempting to log in to AKAIMS, the following error is displayed: Invalid Login Attempts

Solution:

For security purposes, the account is locked after a number of failed login attempts. Please have your agency administrator or one of the state staff unlock your account through the following steps on the staff screen:

11. Disable Account (resets the login attempts)
12. Enable Account
13. Reset Credentials (since they had trouble logging in)

Module: Agency

Issue:

Upon login, the user gets the error: There is no IForm child registered to process events in state 'Start'

Solution:

- Open up the application directly from within Internet Explorer.
- This is caused by the ASP.Net SessionID being reused between instances of the web browser. Apparently if you reconnect to the site using the same shortcut IE assumes you want to connect to the same session, rather than creating a new one.

Issue:

On the Agency -> Relationships -> Collaborative screen, there isn't a button for adding a collaborative relationship.

Solution:

- This is a training issue, in that this screen is supposed to list out the agencies that have parent-child relationships.

Module: Staff

Issue:

After adding a staff member, the user receives the error message, "You must save or cancel your changes first". However, after saving the record again, the same message is displayed.

Solution:

- This is a known bug with the state machine. The current solution is to completely close the browser window by clicking in the 'X' in the upper right hand corner of the screen.

Module: Client List

Issue:

There aren't any clients on the client list

Solution:

- When the client list is first viewed, press the "Go" button to populate the client list. If you still can't see any clients on your client list, it is because the staff member needs the appropriate roles to view the client list. Have someone with the "System Administrator" role at the agency assign one of the following permissions:
 - * Clinical
 - * Non-treatment team

Module: Admission

Issue:

What are the ASAM Levels of Care?

Solution:

Per ASAM PPC-2R, 2001, they are:

Level 0.5: Early Intervention

Level I: Outpatient

Level II.1: Intensive Outpatient

Level II.5: Partial Hospitalization

Level III.1: Low Intensity Residential (a.k.a. Halfway House)

Level III.3: Medium Intensity Residential

Level III.5: High Intensity Residential

Level III.7: Medically Monitored Intensive Inpatient

Level IV: Medically Managed Intensive Inpatient

Level I-D: Ambulatory Detox

Level II-D: Ambulatory Detox with Onsite Monitoring

Level III.2-D: Clinically Managed Residential Detox

Level III.7-D: Medically Monitored Inpatient Detox

Level IV-D: Medically Managed Intensive Inpatient Detox

Issue:

A client enrolled in one program has completed treatment and needs to be transferred to another.

Solution:

- This can be accomplished on the "Program Enrollment" screen. Set their enrollment status to transferred and set the end date, then add a new enrollment record for the second program.

Issue:

On the "Admission" -> "Substance Abuse" screen, there isn't an option for Polydrugs in the substance field.

Solution:

- This is a field required by the federal government for the TEDS dataset. They want the top three substances to be specified, rather than having them rolled up into a single "Polydrugs" category.

Module: Reports

Issue:

Problem printing the reports, usually occurs when visiting a remote office.

Solution:

- This is because Adobe Acrobat Reader is required for viewing and printing PDF documents.

Issue:

When trying to print, the user receives the error: "Could not start print job".

Solution:

- This is a known problem with Adobe Acrobat Reader 6.0. Please update to the latest version. This problem is described in detail on the Adobe website at: <http://www.adobe.com/support/techdocs/33396.htm>

Module: Notes - Encounter - Service Code Descriptions

Issue:

I am unable to read all the items listed in the Service Code/Description drop down list box (DDLB) in the following location
Activity List - Notes - Encounters - Encounter Screen?

Solution:

Service Code/Description; see [Appendix B](#)